

## INSTRUCTIONS FOR CHANGING A CONTRACTOR

### **Notices:**

***Consult an attorney before changing contractors. Changing contractors does not have any effect on the owner's contract with the contractor. The owner may still be responsible for completing the payments in the contract.***

***A Termination of Notice of Commencement form must be recorded at the clerk of courts as soon as possible. The owner will have to do this. Once recorded the owner needs to wait 30 days then have a new Notice of Commencement form recorded. No new inspections may be performed until the new notice of commencement has been recorded. Also Provide the owner with a copy of the Florida Lien Law Pamphlet from the City website.***

### **Process:**

1. **Permit Transfer Affidavit:** Must be sent to the original contractor of record via certified mail. Retain the certified mail receipt and a copy of the form. If the contractor does not sign the form releasing the permit, then the owner must wait two weeks from when the certified mail was sent (10 business days).  
[Contractor to Contractor](#)  
[Contractor to Owner-Builder](#)  
[Owner-Builder to Contractor](#)  
[Licensed Contractor and City of Marco Island \(Hold Harmless\)](#)
2. **Hold Harmless Affidavit (only used if contractor does not relinquish permit):** The owner completes the Hold Harmless Affidavit and submits it, along with a copy of the certified mail receipt and the change contractor form that was sent.
3. **Extension/Re-Issuance Form/Application:** An Extension/Re-issuance form must be completed by the new contractor or the Owner-Builder if the permit has the status of Permit Active. If the permit has not yet been activated, a new application is required.
4. **Requirements:** The permit can be re-issued/issued to the new contractor or Owner-Builder after the following criteria has been met:
  1. Required Documents: (Transfer Affidavit, Extension/Re-Issuance Form or new Permit Application, and any Sub-Contractor Confirmation Forms if applicable.)
  2. Change Contractor fee is paid: \$50.00.
  3. Any outstanding fees on the permit are paid (if applicable)
5. **Copies of approved plans:** Copies of plans are included in the \$50 change contractor fee.
6. **Permit Report and Inspection Card:** After the permit has been transferred, a new permit and inspection card will be issued.

***If you have any questions or concerns, or require further assistance, please send an email to [permitdesk@cityofmarcoisland.com](mailto:permitdesk@cityofmarcoisland.com) or call 239-389-5059.***