



# Permit Transfer Affidavit

Owner-Builder to Contractor

Permit #: \_\_\_\_\_ Project Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

New Qualifier Name: \_\_\_\_\_ License #: \_\_\_\_\_

New Contractor Company Name: \_\_\_\_\_

I, the undersigned, hereby affirm that I consent to the full and complete release and transfer of the building permit from my control to the contractor (named below) to complete the construction of the above referenced project.

Building permit to be released and transferred to:

\_\_\_\_\_  
Print Name of New Contractor (Company Name)

\_\_\_\_\_  
Print Name of Owner-Builder

\_\_\_\_\_  
Signature of Owner-Builder

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is  personally known to me, or  has produced \_\_\_\_\_ as identification, by means of  physical presence or  online notarization.

\_\_\_\_\_  
Signature, Notary Public – State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary

[Link to Instructions](#)

**Note: When processed in its entirety, please email the required documentation to [permitdesk@cityofmarcoisland.com](mailto:permitdesk@cityofmarcoisland.com). If you need further assistance, please contact [permitdesk@cityofmarcoisland.com](mailto:permitdesk@cityofmarcoisland.com) or call 239-389-5059.**