



HOLD HARMLESS FOR REPLACING CONTRACTOR

Rev: 6 | Revision Date: 12/15/2020 | Print Date: 12/15/2020 I.D. Number: HH

**HOLD HARMLESS/INDEMNITY LETTER FOR REPLACING PRIME CONTRACTOR,
SUB-CONTRACTOR OR SPECIALTY CONTRACTOR**

(In accordance with the Broward County Administrative Provisions to the F.B.C. 105.6.4 & 105.6.4.1)

RE: Permit # _____

Property located at: _____

PLEASE CHECK ONE:

- Owner to assign a new prime contractor
- Owner to assign a new sub-contractor or specialty contractor
- Prime contractor to assign a new sub-contractor or specialty contractor
 - **Where a Prime Contractor is the permit holder, the owner shall file such hold harmless letter.**
 - **Where a Sub-Contractor or specialty contractor is the permit holder, the owner and Prime Contractor shall both file such hold harmless letter (separately).**

I request issuance of a second permit to be issued to: _____

For the following reason:

- Contractor unable to complete contract
- Contractor unwilling to complete contract
- Abandonment of work
- Other: _____

_____(Name of Property Owner (per BCPA) or Prime Contractor’s registered name (per SUNBIZ)) agrees to indemnify and hold harmless the CITY OF FT. LAUDERDALE, and its employees and agents (including the Building Official) from any legal action or damage resulting from the issuance of the second permit. I further assume responsibility for correction, if required, of work performed under the first permit.

All interested parties have been notified of my intention to change the contractor of record for this

permit. DATED the _____ day of _____, 20_____.

By: (Print) _____

- Owner OR
- Prime Contractor

By: (Signature) _____

- Owner OR
- Prime Contractor

STATE OF FLORIDA/COUNTY OF BROWARD

Sworn to and subscribed before me this _____ day of _____, 20_____, by

_____ who is personally known

to me _____ or produced _____ as identification.

Notary Public

Print Name of Notary Public

Note: A NEW PERMIT APPLICATION MUST BE SUBMITTED WITH HOLD HARMLESS REQUEST AND AN AMENDED NOTICE OF COMMENCMENT MAY NEED TO BE PROVIDED BY THE OWNER OF THE PROPERTY.





DEVELOPMENT SERVICES DEPARTMENT– BUILDING SERVICES

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CHANGE OF CONTRACTOR REQUEST/CONTRACTOR REQUEST TO WITHDRAW

OWNER REQUESTED CHANGE OF CONTRACTOR:

When an owner requests a Change of Contractor, the owner shall submit a letter to the Building Official for the City of Fort Lauderdale Development Services Department's Building Services Division or designee, stating the reason for the change being required and stating that the Building Official is held harmless from any legal involvement regarding this request. The existing permit may be cancelled, but is not necessary. In addition, the owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of a certified registered letter sent to the contractor by the owner, or a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request. When an owner requests a Change of Sub-Contractor, the procedures as above apply, with the exception that both the owner of record and the contractor shall submit a hold-harmless letter to the Building Official.

Any portion of work already done covered by the Contractor or Sub-Contractor shall be suspended and no further inspections performed until a new contractor or sub-contractor has obtained a new permit.

CONTRACTOR REQUEST TO WITHDRAW FROM A PERMITTED JOB:

When a contractor wants to withdraw from a permitted job without cancelling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified, and submit a letter to the Building Official, stating that the Building Official is held harmless from any legal involvement.

If a Sub-Contractor wants to withdraw from a permitted job without cancelling the permit, the Sub-Contractor shall submit proof to the Building Official that the owner of record and the Contractor have been notified, and also send a letter to the Building Official stating that the Building Official is held harmless from any legal action.

CHANGE OF CONTRACTOR INSTRUCTIONS

1. Register your new qualifier with us. This action must be done at the building department.
<http://www.fortlauderdale.gov/home/showdocument?id=1506>
2. A completed permit application <http://www.fortlauderdale.gov/home/showdocument?id=12483>
Place the permit number at the top of the application in the space noted Application number; place a zero in the job cost field, and note Change of Contractor in the description of work field. The permit application requires the signature of the owner/agent as well as the new qualifier.
3. If the Change of Contractor involves the master permit only – One (1) hold harmless is required from the property owner. If the property is corporately owned please supply a copy of the [Sunbiz.org](http://search.sunbiz.org/Inquiry/CorporationSearch/ByName) record that notes the Owner/Agents name as an authorized signer or provide a signed and notarized letter on company letterhead naming the agent. <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
4. If the change of contractor involves a sub permit, please provide an additional hold harmless signed by the master permit qualifier (Prime Contractor).
5. Either a copy of a certified registered letter sent to the contractor by the owner, or a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request.
6. Application Submittal:
 - i. Can be done online via e-permit <https://webdocs.fortlauderdale.gov/Forms/void-renew-change>
 - ii. OR can be submitted in house during Walk-thru hours 8am to 9:30am (Monday – Friday)
 - iii. OR can be submitted as a drop off at any time between 8am to 4pm (Monday-Friday)
7. Fee required for change of contractor is \$105.00 (per permit)