



Escambia County Building Inspections Division  
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**CHANGE OF CONTRACTOR  
REQUEST FORM**

**Please completely fill in all blanks.**

1. I am the owner of Permit No. \_\_\_\_\_ . I have terminated

\_\_\_\_\_ and request that the permit  
Contractor's Name (Please Print)

be transferred to \_\_\_\_\_, my new contractor.

2. The property affected is located at \_\_\_\_\_  
Address (Please Print)

of which I am the Owner of Record.

3. I understand this Request is made for the purpose of inducing Escambia County to transfer this permit to my new contractor, and that Escambia County is relying on the representations contained in this Request.

4. I have read, or have had read to me, the Guidelines regarding a change of contractor. I am aware of the penalties provided by the laws of the State of Florida for commencing work prior to the issuance of a permit.

Date \_\_\_\_\_  
Signature of Property Owner

Printed Name of Property Owner

<p style="text-align: center;"><b>CHANGE OF CONTRACTOR GUIDELINES</b></p>
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1. A letter from the original contractor removing himself from this job **-or-** the owner/builder removing the main contractor is required.
2. Application must be submitted to obtain a permit by the new contractor to perform the work and installations as indicated. It is understood that no work shall be started prior to the issuance of a permit and all work performed will meet the standards of all laws regulating construction in this jurisdiction. It is further understood that separate permits may be required for Electrical, Plumbing, Signs, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners, and other property improvements not listed here.
3. Failure to record a *Notice of Commencement* may result in the Property Owner paying twice for improvements to his/her property. A *Notice of Commencement* must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or attorney before commencing work or recording your *Notice of Commencement*.