

## Removal of and/or Changing Contractor Procedure

1. **Notify the Contractor:** Provide a copy of the Removal of and/or Changing Contractor Form that was sent via certified mail to the current contractor. This form must notify the contractor of your intent to cancel the contract. The form should be sent to:
  - The addresses listed in the contract; and,
  - The last known address on file with the Community Development Department.

Additionally, the permit number and project address must be included on the form.

2. **Certified Mail Receipt:** Provide a copy of the certified mail payment receipt, including the mailing address of the contractor. The green return receipt (evidence of delivery) is not required. *If the property is under foreclosure, a certified letter to the contractor is not needed if the owner provides a copy of the recorded deed.*
3. **Submit a New Permit Application:** The new contractor or the owner-builder (if the owner is assuming the permit) must submit a completed permit application form. *If an owner is assuming the permit, they must submit an Owner-Builder Disclosure Statement Form. Please read this form carefully before submitting.*
4. **Submit a New Recorded Notice of Commencement (NOC):** For projects with a construction cost over \$5,000, submit a new NOC listing the new contractor or owner-builder. *If contractor: Upload the NOC to the online portal before scheduling the first inspection. The Community Development Department will forward it to the Clerk's office, eliminating the need for manual submission.*
5. **Submit a New Subcontractor Worksheet Form:** If subcontractors will be performing any work, submit a new subcontractor worksheet form with the names and license numbers of all subcontractors.
6. **Payment for Change of Contractor:** The fee for a contractor change is \$61. Payment can be made by cash, check, Visa, or Mastercard. Make checks payable to CCBCC (Charlotte County Board of County Commissioners).

Once all documents are complete, submit them either via email to [BuildingConstruction@CharlotteCountyFL.gov](mailto:BuildingConstruction@CharlotteCountyFL.gov) or in person at the Community Development Department office (18400 Murdock Circle, Port Charlotte). \*If an owner is taking over a permit, documents must be submitted in person.

*If you are dissatisfied with your contractor, it is recommended to seek legal advice on how to properly cancel your contract.*



## Removal of and/or Changing Contractor Form

*(Form must be signed by the property owner and notarized)*

This letter is to inform you, \_\_\_\_\_, that you are being removed from  
(name of contractor)  
permit number \_\_\_\_\_ at \_\_\_\_\_  
(permit number) (job address)  
as of \_\_\_\_\_.  
(date of removal)

☐ I am requesting to have this permit closed out and confirming no work has been completed.  
*\*Permit cannot be closed if any inspections have been completed.*

### **Current Contractor Information**

Company Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### **Owner Information**

Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_ Lot/Unit #: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**A copy of this letter must be submitted to the Charlotte County Community Development Department, along with the completed certified mail receipt from the United States Postal Service (example attached)**

Property Owner's Signature: \_\_\_\_\_  
Property Owner's Printed Name: \_\_\_\_\_

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

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who ☐ is personally known to me or who ☐ has produced \_\_\_\_\_ as identification and who ☐ did/did not take an oath.

Notary Seal

Signature of Notary: \_\_\_\_\_  
Notary's Printed Name: \_\_\_\_\_

## Removal of and/or Changing Contractor Example of U.S. Postal Service Certified Mail Receipt

The contractor's address must be listed on this receipt.

9589 0710 5270 2173 8107 28

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

**CERTIFIED MAIL®**

9589 0710 5270 2173 8107 28

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**U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT**  
*Domestic Mail Only*

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hard copy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$

Sent To

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

Postmark Here

**SAMPLE**

PS Form 3800, January 2023 PSN 7530-02-000-8047 See Reverse for Instructions