



# Village of El Portal

500 NE 87 Street El Portal, 33138  
Tel: (305) 795-7880 Fax: (305) 795-7884 Website: elportalvillage.com

## CHANGE OF CONTRACTOR

DATE: \_\_\_\_\_

RE: Property located at: \_\_\_\_\_

To: Mr. Pedro Martinez  
Building Official – Village of El Portal  
500 NE 87 Street  
El Portal, FL 33138

I, \_\_\_\_\_, legal owner of subject property, request the cancellation of permit number (in full) \_\_\_\_\_ issued to (name of previous permit holder) \_\_\_\_\_, located at: \_\_\_\_\_, on (date) \_\_\_\_\_ for the following reason: \_\_\_\_\_.  
Date of last inspection: \_\_\_\_\_.

I no longer authorize the previous permit holder to proceed with the work covered by the permit. I hereby apply, as owner-builder or authorize (new contractor) \_\_\_\_\_ to apply for such permits necessary to construct or complete the construction on subject property.

I, \_\_\_\_\_, the undersigned contractor, have been properly notified of the change of contractor and agree to the change on permit # \_\_\_\_\_, issued to (name of permit holder) \_\_\_\_\_ on (date) \_\_\_\_\_. And hereby waive the 10-day Notification Period. I am aware that I can file an objection that will be part of the file.

Very truly yours,

\_\_\_\_\_  
Contractor Number

\_\_\_\_\_  
Qualifier signature

\_\_\_\_\_  
Print Name

Notary Public, State of Florida at Large, Sworn to &  
Subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**FOR DEPARTMENT USE ONLY**

Note: Hold Harmless letter must be signed by the owner of the property and the General Contractor in case of subsidiary permits or change of qualifier.

Date Permit Issued: \_\_\_\_\_ Date Changed: \_\_\_\_\_ Fee: \_\_\_\_\_ Date of Last Valid Inspection: \_\_\_\_\_

Print Name: \_\_\_\_\_

Building Official: \_\_\_\_\_