

**INDIAN RIVER COUNTY/
CITY OF VERO BEACH
BUILDING DIVISION**

**1801 – 27TH Street
Vero Beach, FL 32960-3365
(772) 226-1260
FAX: (772) 770-5333**

CHANGE OF CONTRACTOR NOTICE

INSTRUCTIONS

- 1. OWNER MUST COMPLETE, SIGN AND HAVE THE OWNER'S NOTICE NOTARIZED.**
- 2. FORMER CONTRACTOR MUST COMPLETE, SIGN AND HAVE THE FORMER CONTRACTORS' NOTICE NOTARIZED.**
- 3. NEW CONTRACTOR OF RECORD MUST COMPLETE, SIGN AND HAVE THE NEW CONTRACTORS' NOTICE NOTARIZED.**
- 4. ALL THREE FORMS MUST BE COMPLETED AND SUBMITTED AT THE SAME TIME. NO INDIVIDUAL FORMS WILL BE ACCEPTED.**
- 5. A \$50.00 CHANGE OF CONTRACTOR FEE MUST BE SUBMITTED WITH ALL THREE FORMS. IF CHANGING A SUBCONTRACTOR, THE FEE IS \$20.00.**

*A NOTARIZED LETTER WITH ALL THREE SIGNATURES AND PRINTED NAMES (BY THE SIGNEES) MAY SUBSTITUTE FOR THESE FORMS IN SOME INSTANCES.

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**CHANGE OF CONTRACTOR NOTICE
(Former Contractor)**

I _____, the qualifier for _____
(Contractor name) (Contractor Company)

Am no longer the Contractor of record for Permit # _____ located

At _____.
(Address)

(Contractor signature)

(Date)

(Name Printed)

STATE OF FLORIDA, COUNTY OF INDIAN RIVER:

The foregoing instrument was acknowledged before me this _____ day of
_____ 20_____ by _____ who:

_____ Is personally known by me- OR-

_____ Produced as identification:

Type and number of identification

Notary Public: State of Florida

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CHANGE OF CONTRACTOR NOTICE
(New contractor)

I _____, the qualifier for _____
(Contractor name) (Contractor Company)

Am the new Contractor of record for Permit # _____ located

At _____.
(Address)

(Contractor signature) (Date)

(Name Printed)

STATE OF FLORIDA, COUNTY OF INDIAN RIVER:

The foregoing instrument was acknowledged before me this _____ day of
_____ 20____ by _____ who:

_____ Is personally known by me- OR-
_____ Produced as identification: _____
Type and number of identification

Notary Public: State of Florida

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**CHANGE OF CONTRACTOR NOTICE
(Owner)**

I _____, property owner of _____
(Owner name) (Property address)

Wish to change contractors' for permit # _____

From _____, the qualifier for _____
(Contractor name) (Contractor Company)

To the new Contractor of record _____ who is
(Contractor name)

The qualifier for _____
(Contractor's Company)

(Owner signature) (Date)

(Owner Printed Name)

STATE OF FLORIDA, COUNTY OF INDIAN RIVER:

The foregoing instrument was acknowledged before me this _____ day of
_____ 20____ by _____ who:

_____ Is personally known by me- OR-
_____ Produced as identification: _____
Type and number of identification

Notary Public: State of Florida