

# TOWN OF OCEAN RIDGE

6450 N. Ocean Blvd., Ocean Ridge, FL 33435  
561.732.2635 Main ♦ [permits@oceanridgeflorida.com](mailto:permits@oceanridgeflorida.com) ♦ [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)



## Change of Contractor Request Form

Permit: \_\_\_\_\_ Permit Address: \_\_\_\_\_

### SECTION A (RELEASED CONTRACTOR)

Name of Contractor/Company Being Released: \_\_\_\_\_

Name of Qualified/Authorized Agent: \_\_\_\_\_

Signature of Above: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's License No. \_\_\_\_\_

### NOTARY SECTION

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Stamp/Seal

Notary's Signature: \_\_\_\_\_

Personally known or  Type of Identification Produced: \_\_\_\_\_

### SECTION B (NEW CONTRACTOR)

**MUST COMPLETE "CONTRACTOR REGISTRATION PROCESS" WITH OCEAN RIDGE**

Name of Company Assuming All Responsibility Under Terms of Permit: \_\_\_\_\_

Print Name of Qualifier/Authorized Agent: \_\_\_\_\_

Complete Address of Assuming Party: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature of Above: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's License No. \_\_\_\_\_

### NOTARY SECTION

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

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## Section C (Property Owner)

I, the Owner, acknowledge that the previous contractor was removed from the permit number listed above and, I, the Owner, shall assume full responsibility for the work completed by the previous contractor and hold the Town of Ocean Ridge, its agents, employees, and elected officers harmless and without liability for the removal of my previous contractor and any before, during, or after, such removal. At the time the contractor relinquishes the permit I, the owner, shall assume total responsibility for the work completed to that date and hold the Town harmless.

I understand that if a separate Notice of Commencement was filed under the name of the contractor being changed, a certified copy of the new Notice of Commencement must be submitted to the Building Department before the work may continue.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTARY SECTION

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Stamp/Seal

Notary's Signature: \_\_\_\_\_

Personally known or  Type of Identification Produced: \_\_\_\_\_

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### Building Department Use Only:

Paid: \$ \_\_\_\_\_ Cash \_\_\_ Check # \_\_\_\_\_ CC: \_\_\_\_\_ Date Paid: \_\_\_\_\_

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

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**Instructions: Property Owner to submit letter if original contractor does not sign change of contractor form.**

(Date)

Mike Crisafulle, Interim Building Official  
Town of Ocean Ridge  
6450 N Ocean Blvd  
Ocean Ridge, FL 33435

SAMPLE

Re: Change of Contractor

Permit Number:

Permit Address:

Dear Mr. Crisafulle,

I hereby request that you authorize and approve my request for a change of contractor without the consenting signature of the original contractor. I wish to change contractors because (list reasons here)

I hereby agree to indemnify and hold harmless the Town of Ocean Ridge against all loss, claims, suits, or demands made by the original contractor including costs and attorney's fees the Town may incur by reason of granting this request.

Sincerely,

Witness

(Property owner signature here)

(Witness signature here)

Witness my hand and seal before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary

Stamp

(Notary signature here)

\_\_\_ Personally Known or \_\_\_ Type of Identification Produced: \_\_\_\_\_