



City of North Miami Beach, Florida

BUILDING DEPARTMENT

CHANGE OF CONTRACTOR CHECK LIST

All the following must be provided:

- ____ 1. Application signed and notarized by new contractor.
- ____ 2. Contractor License, Occupational License, Liability Insurance and Worker's comp.
Or
Owner Builder - Owner/Builder Affidavit and copy of Drivers License (owner must be present for submittal of owner builder permit).
- ____ 3. A letter from the owner to the old contractor canceling their service (has to be signed by the owner) and needs to include the Permit #, job address, name and address of the old contractor.
- ____ 4. Hold-Harmless letter signed by the owner and notarized.
- ____ 5. Change of Contractor Request
- ____ 6. \$100.00 Change of Contractor fee has to be paid.
- ____ 7. \$2.00 State DCA Fees
- ____ 8. \$2.00 State BPR Fees
- ____ 9. Change of Contractor Waiver of 10-Day Notification Period (If applicable)
- ____ 10. Signed contract indicating cost of project. (Signed by both parties – cost to include material and labor.)

*Note: For Condominiums you will also need a Condominium Approval Form

** Note: 10 day waiting period required unless 10 Day Waiver form is signed and notarized by old contractor.