



**CHANGE OF CONTRACTOR
(INSTRUCTION SHEET)**

Public Works
111 NW 1st Street • Suite 1610
Miami, Florida 33128-1970
T 305-375-2111 F 305-375-2547

Carlos Alvarez, Mayor

miamidade.gov

Documents required if the existing Contractor is **WILLING** to provide letter of withdrawal.

1. Public Works Permit Application Signed by the Property Owner and the New Qualifier.
 2. Change of Contractor requested by Owner(s)
 - a. If Corporation use sample letter COC-2.
This letter must be on Company letterhead, signed by the Owner(s) and notarized.
 - b. If Individual use form COC-1
This form must be signed by the Owner(s) and notarized.
 3. Change of Contractor requested by existing contractor use sample letter COC-3.
This letter must be on Company letterhead, signed by the qualifier and notarized.
 4. Change of Contractor requested by New contractor use sample letter COC-4.
This letter must be on Company letterhead, signed by the qualifier and notarized.
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Documents required if the existing Contractor is **NOT WILLING** to provide letter of withdrawal.

1. Public Works Permit Application Signed by the Property Owner and the New Qualifier.
2. Change of Contractor requested by Owner.
 - a. If Corporation use sample letter COC-2.
This letter must be on Company letterhead, signed by the Owner(s) and notarized.
 - b. If Individual use form COC-1.
This form must be signed by the Owner(s) and notarized.
3. Termination letter from Property Owner to Existing Contractor notifying him that he has been terminated. A copy of the letter along with proof that the contractor received this letter, either *via-certified return receipt, courier, hand-delivered*, etc., must be provided to the Public Works Department.
 - You should be advised to investigate your responsibility under Florida Statute 713.132
 - a. See Change of Contractor Termination sample letter COC-5.
If Property Owner(s) is a Corporation, This letter must be on Company letterhead
Letter must be signed by the Property Owner(s) and notarized
4. Change of Contractor requested by New contractor use sample letter COC-4.
This letter must be on Company letterhead, signed by the qualifier and notarized.

All Change of Contractor submissions will include:

- Check payable to the Board of County Commissioners in the amount of \$55.00.
- Change of Contractor will not take place if it is found that Licenses & Insurances are not on file or not current.



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Change of Contractor Form COC-1

Public Works
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miamidade.gov

To: Miami Dade County Public Works Department
Construction Division, Permit Section
111 NW 1st Street, #1420
Miami, FL 33128
(305) 375-2135

RE: Permit #: _____

Address: _____

As legal owner(s) of subject property, I/We request a change of contractor for the above referenced permit issued to _____ (name of existing permit holder) whose mailing address is _____.

The permit was issued on _____ and expires on _____

I/We am requesting a change of contractor for the following reason(s):

I/We no longer authorize the previous permit holder to proceed with the work covered by this permit.

And hereby authorize _____ (name of new contractor) To take over the permit to construct or complete the construction covered under said permit.

I/We, the Owner(s) agree to hold Miami Dade County, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of contractor on the existing permit. If there has been a change of ownership on the property, the new owner(s) assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Owner(s) Signature Date Owner(s) Signature Date
Print Name Print Name

The person(s), whose signature is above, deposes that he/she are legal owner(s) of subject property.

State of Florida)

County of Miami-Dade)

Sworn to and subscribed to before me on this _____ day of _____, 2010, who is [] personally known to me or who [] produced Type of identification produced _____.

Signature of Notary Public. _____

Change of Contractor Sample letter COC-2 requested by Corporation
This letter must be on Company letterhead, signed by the property Owner(s) and notarized

To: Miami Dade County Public Works Department
Construction Division, Permit Section
111 NW 1st Street, #1420
Miami, FL 33128
(305) 375-2135

RE: Permit #: _____

Address: _____

As legal owner(s) of subject property, **(Name of Corporation)**, is requesting a change of contractor for the above referenced permit issued to **(Name of previous permit holder)** whose mailing address is _____

The permit was issued on **(date permit was issued)** and expires on **(date permit expires)**.

(Name of Corporation) is requesting a change of contractor for the following reason(s):

[STATE REASON(S)]

I/We no longer authorize the previous permit holder to proceed with the work covered by this permit.

And hereby authorize **(Name of new contractor)** To take over the permit to construct or complete the construction covered under said permit.

I/We the Owner(s) agree to hold Miami Dade County, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of contractor on the existing permit. If there has been a change of ownership on the property, the new owner(s) assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Owner(s) Signature _____ Date _____

Owner(s) Signature _____ Date _____

Print Name _____

Print Name _____

Title _____

Title _____

The person(s), whose signature is above, deposes that he/she are legal officer(s) of said corporation.

State of Florida)

County of Miami-Dade)

Sworn to and subscribed to before me on this _____ day of _____, 2010,

who is personally known to me or who produced

Type of identification produced _____.

Signature of Notary Public. _____.

Change of Contractor Sample letter COC-3 requested by Existing Contractor
This letter must be on Company letterhead, signed by the qualifier and notarized

To: Miami Dade County Public Works Department
Construction Division, Permit Section
111 NW 1st Street, #1420
Miami, FL 33128
(305) 375-2135

RE: Permit #: _____

Address: _____

I, **(Qualifier Name)** am the qualifier for **(Company name)** and I am notifying Miami Dade County Public Works Department that I will no longer be performing said construction listed on the above referenced permit. The permit is still active with an expiration date of **(Date)**

I wish to withdraw from this project/permit for the following reasons(s):

[STATE REASON(S)]

As such, I no longer want to be held responsible for work under this permit and I have no objections to a change of contractor for this permit.

I hereby authorize the owner to apply for a change of contractor.

I, **(Qualifier Name)**, agree to hold Miami Dade County, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of contractor on the existing permit. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Date: _____
Qualifier Signature

Qualifier Name (print)

The person, whose signature is above, deposes that he/she is the qualifier for the prime contractor.

(State of Florida)

(County of Miami-Dade)

Sworn to and subscribed to before me on this _____ day of _____, 2010,
who is personally known to me or who produced
Type of identification produced _____.

Signature of Notary Public. _____.

Change of Contractor Sample letter COC-4 requested by New Contractor
This letter must be on Company letterhead, signed by the qualifier and notarized

To: Miami Dade County Public Works Department
Construction Division, Permit Section
111 NW 1st Street, #1420
Miami, FL 33128
(305) 375-2135

RE: Permit #: _____

Address: _____

I, **(Qualifier Name)** am the qualifier for **(Company name)**, agree to hold Miami Dade County, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the change of contractor on this existing permit. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

I, furthermore assume responsibility for the entire scope of the permitted work, specifically all work completed and work to be completed. I assume responsibility for the correction, if required, of work performed under the permit for which I am requesting a change of contractor.

Qualifier Signature Date: _____

Qualifier Name (print)

The person(s) whose signature is above, deposes the he/she is the qualifier for the prime contractor.

(State of Florida)

(County of Miami-Dade)

Sworn to and subscribed to before me on this _____ day of _____, 2010,
who is personally known to me or who produced
Type of identification produced _____.

Signature of Notary Public. _____.

