

Change of Contractor

Submit the following:

1. Change of contractor form completely filled out. _____
If the original contractor will not sign off, section A still needs to be completed with the exception of the signature. (Also see #4)
2. New permit application filled out, with appropriate signatures. _____
3. Fee \$75.00 (each permit) _____
4. If original contractor did not sign off:
Submit letter from owner stating his reason for dismissing contractor and acceptance of responsibility for past work. Owner's signature must be notarized. Format of sample letter must be followed. _____
5. On projects with values greater than \$2,500, a new Notice of Commencement must be filed in the new contractor's name. A certified copy of the new filed Notice of Commencement must be submitted to the building department before the work may continue. _____

TOWN OF JUPITER BUILDING DEPARTMENT

210 Military Trail, Jupiter, Florida 33458
Phone (561)741-2286 Fax (561)741-0911



Jupiter Building Department Change of Contractor Request

Date: _____

Permit Number: _____

Project Address: _____

Section A (Old Contractor)

Name of company relinquishing permit: _____

Name of Qualifier/authorized agent: _____

Signature of above: _____

Date: _____

Jupiter Occupational License #: _____

Section B (New Contractor)

Name of company assuming all responsibility under terms of permit: _____

Print name of qualifier/authorized agent: _____

Signature of above: _____

Date: _____ Contractor Cert.#: _____ Jupiter Occupational License #: _____

Section C (Property Owner)

At the time the contractor relinquishes the permit I, the property 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 Division before the work may continue.

Property Owner's Name: (Print) _____

Property Owner's Signature: _____

NOTARY:

Witness my hand and seal this _____ day of _____, 20 _____

My commission expires: _____

Notary Signature: _____

APPROVED:

Chief Building Inspector: _____

Date: _____

Letter from Property owner
to be submitted if original contractor
does not sign change of contractor form.

(Date)

Chief Building Inspector
Town of Jupiter
210 Military Trail
Jupiter, FL 33458

RE: Change of Contractor

Permit # _____
Address _____

Dear Chief Building Inspector:

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 reason(s) here*

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

Sincerely,

(Property owner signature here)

WITNESSED:

Notary Public

Date

**UNIVERSAL COUNTY-WIDE/MUNICIPAL
BUILDING PERMIT APPLICATION FORM**

July 2013 Edition

Approved for use throughout Palm Beach County and Municipalities

FOR OFFICE USE ONLY

FBC Version: _____ Permit Type: _____

Accepted By: _____ Application Date: _____

Application #: _____

1
KIND of PERMIT (CHECK ONE):
 PRIMARY PERMIT
 SUB-PERMIT - If Fee & Value of a Sub-Permit are covered under a Primary Permit, complete boxes 1, 3, 4, 5, 6 & 8 only to apply. If not covered under a Primary Permit, complete the entire application to apply.

2
PROPERTY OWNER: _____
TENANT: _____
ADDRESS: _____ **UNIT:** _____
CITY: _____ **STATE:** _____ **ZIP:** _____
PHONE: _____ **FAX:** _____
EMAIL: _____

3
TRADE (CHECK ONE):
 STRUCTURAL ROOFING ELECTRICAL
 MECHANICAL PLUMBING FIRE GAS
 OTHER: _____
PRIMARY PERMIT #: _____

4
PROJECT NAME: _____
PCN: _____
LEGAL DESCRIPTION: _____
ADDRESS: _____
CITY: _____

5
FURTHER WORK DESCRIPTION: _____
Type of Work: New Addition Alteration Repair Demo Temporary Other
VALUE: _____ **PERMIT FEE:** _____ **NET S.F. (for SFD's):** _____
(SEE FEE SCHEDULE) (AS APPLIES) (AS APPLIES)

6
 OWNER BUILDER PER FL. ST. 489 (AS NAMED ABOVE, FOR CONTACT INFORMATION SEE BOX 2)
 CONTRACTOR (CERT. HOLDER): _____ **License #:** _____
DBA (COMPANY NAME): _____ **Contact Person:** _____
ADDRESS: _____ **STE:** _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____
PHONE: _____ **FAX:** _____ **EMAIL:** _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

7

(Signature of Owner or Agent) (including contractor)
Print Name: _____
NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE STATE OF FLORIDA
COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____

(Name of person making statement).

(Signature of Notary Public - State of Florida)
(Print, Type, or Stamp Commissioned Name of Notary Public)
Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

8

(Signature of Contractor)
Print Name: _____
NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE STATE OF FLORIDA
COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____

(Name of person making statement).

(Signature of Notary Public - State of Florida)
(Print, Type, or Stamp Commissioned Name of Notary Public)
Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$2,500 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS.

⁹
Fee Simple Titleholder's Name (If other than owner): _____

Fee Simple Titleholder's Address (If other than owner): _____

City: _____ **State:** _____ **Zip:** _____
 Same as Owner

¹⁰
Bonding Company: _____

Bonding Company Address: _____

City: _____ **State:** _____ **Zip:** _____
 Not Applicable

¹¹
Architect/Engineer's Name: _____

Architect/Engineer's Name Address: _____

City: _____ **State:** _____ **Zip:** _____
 Not Applicable

¹²
Mortgage Lender's Name: _____

Mortgage Lender's Address: _____

City: _____ **State:** _____ **Zip:** _____
 Not Applicable

WARNING TO OWNER:
YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

NOTICE TO CONTRACTOR: FOR A DIRECT CONTRACT GREATER THAN \$2,500 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$7500), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

OFFICE USE ONLY BELOW THIS LINE

¹³
CODE EDITION/NOTES: _____

¹⁴
USE (CHECK ONE):
 1 & 2 FAMILY TOWNHOUSE CONDOMINIUM
 MULTI-FAMILY COMMERCIAL INDUSTRIAL
 AGRICULTURAL - BLDG CODE EXEMPT OTHER: _____

 USE CHANGE: _____

¹⁵
APPROVED BY: _____ **DATE:** _____
Permit Officer

AUTHORIZED FOR CERTIFICATE OF OCCUPANCY: _____ **DATE:** _____
Building Official or Designee

AUTHORIZED FOR CERTIFICATE OF COMPLETION: _____ **DATE:** _____
Building Official or Designee