

CHANGE OF CONTRACTOR/QUALIFIER REQUIREMENTS

In the event that a new contractor/qualifier takes over an existing construction project for work done within the Reedy Creek Improvement District, the following must be provided:

1. New Permit Application submittal, signed and notarized by the contractor and owner.
2. Letter from the existing contractor that they are withdrawing from the project and are requesting to be released from the permit. (In the event the existing contractor is not available, a letter from the owner documenting they have approved a change of contractor, will be accepted.)
3. When a qualifier changes for the current contractor on a permit, a notarized letter for the new qualifier accepting responsibility for the work on the existing permit is required.
4. New recorded county-stamped copy of a Notice of Commencement, if the valuation of the work is over \$2,500.
5. Change of Contractor fee as stated in the current Fee Schedule. (Additional permit fees may apply if there is a change of scope from the original approved plan review. See #8.)
6. In the event of a change of contractor or qualifier for an expired permit renewal, the permit renewal fee equal to the original fee or the Change of Contractor fee (whichever is greater) shall apply.
7. If the work had previously commenced, an inspection must be scheduled and conducted to determine end of contract work and results documented.
8. Any change in original scope of permitted work will require a new permit application submission with accompanying fees.
9. The current permit number will be maintained for the new contractor unless new plans are received with a change in scope.
10. New contractor must come in to the Building & Safety Department to physically sign for a reissued permit.