

CHANGE OF CONTRACTOR / QUALIFIER

CHANGE FORM

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, in addition to this completed form:

1. New Permit Application form, signed and notarized by the contractor and owner.
2. New recorded county-stamped copy of a Notice of Commencement, if the valuation of the work is over \$2,500.
3. Fully executed contract/purchase order/letter of intent (with contract breakdown, if the contract includes scope permitted by sub-contractors).
4. Change of Contractor fee as stated in the current Fee Schedule. Note: Additional permit fees may apply if there is a change of scope from the original approved plan review. Also, if the permit is Expired, the permit renewal fee equal to the original fee or the Change of Contractor fee (whichever is greater) shall apply.
5. Authorized agent or power of attorney of the contractor/licensed professional must email this form and all of the above to: RCIDPermits@rcid.org.

Additional items that may apply include:

- An inspection scheduled and conducted to determine end of contract work and results documented, for previously commenced work.
- Any change in original scope of permitted work will require a new permit application amendment with accompanying fees.

The current permit number will be maintained for the new contractor and the permit will need to be re-issued.

NEW CONTRACTOR/QUALIFIER INFORMATION

Project Name: _____	Permit #: _____
Project Location: _____	
Owner's Name: _____	Phone: _____
Address: _____	City: _____ State: _____ Zip: _____
Current Contractor/Qualifier: _____	Phone: _____
Address: _____	City: _____ State: _____ Zip: _____
Email: _____	Current License #: _____
New Contractor/Qualifier: _____	Phone: _____
Address: _____	City: _____ State: _____ Zip: _____
Email: _____	New License #: _____

NOTARY

<p style="text-align: center;">Signature of Owner or Agent</p> <hr/> <p style="text-align: center;">Print Name</p> <p>State of Florida, County of _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of <input type="checkbox"/> Physical Presence or <input type="checkbox"/> Remote Online Notarization</p> <p>This _____ day of _____ 20____</p> <p><input type="checkbox"/> Personally Known <input type="checkbox"/> Produced Identification _____</p> <p style="text-align: center;">Type of Identification</p> <p style="text-align: center;">Remote Online Notarization</p> <p>Notarized ID: _____ Access PIN: _____</p> <p>Notary to Owner: _____</p> <p style="text-align: right;">Signature</p> <p style="text-align: center; font-size: small;">Notary Stamp Here</p>	<p style="text-align: center;">Signature of New Contractor/Qualifier</p> <hr/> <p style="text-align: center;">Print Name</p> <p>State of Florida, County of _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of <input type="checkbox"/> Physical Presence or <input type="checkbox"/> Remote Online Notarization</p> <p>This _____ day of _____ 20____</p> <p><input type="checkbox"/> Personally Known <input type="checkbox"/> Produced Identification _____</p> <p style="text-align: center;">Type of Identification</p> <p style="text-align: center;">Remote Online Notarization</p> <p>Notarized ID: _____ Access PIN: _____</p> <p>Notary to Contractor: _____</p> <p style="text-align: right;">Signature</p> <p style="text-align: center; font-size: small;">Notary Stamp Here</p>
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