



Columbia County Building Department
135 NE Hernando Ave, Suite B-21
Lake City, FL 32055
Phone: 386.758.1008

Please email request to bidinfo@columbiacountyfla.com

Change of Subcontractor Request

Permit Information

- Permit #: 55107
- Property Owner: Peaceful Court LLC
- Job Site Address: 129 SE Perfect Ct
Lake City, FL 32025
- Original Subcontractor: Townsend Electrical Contractors LLC
- License #: ER13016105
- New Subcontractor: Action Sign + graphics
- License #: EC13015190
- Trade (i.e. Electrical, Plumbing, HVAC, etc.): electric

FOR OFFICE USE

DATE RECEIVED: _____
☐ APPROVED ☐ DENIED
 COMPLETED CHANGE ☐ YES
 DATE PROCESSED: _____
 PROCESSED BY: _____
 NOTES: _____

Reason for Change:

The original sub contractor will not get back
with the owner

Required Documents:

- Subcontractor MUST be on file with our jurisdiction. If not, complete registration by making application @ <https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx>
- New signed Subcontractor Form

Hold Harmless Acknowledgement

The undersigned agree to hold harmless and indemnify Columbia County and its agents from any claims or liability resulting from this change of subcontractor.

Signatures (All must be notarized)

• Property Owner (If Owner-Builder)

Printed Name: _____ Date: _____

Signature: _____

State: _____ County: _____

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20____, by _____, who is ☐ personally known to me or ☐ has provided the following identification: _____

Notary Printed Name: _____

Notary Seal: _____

Notary Signature: _____

• General Contractor

Printed Name: Robert Sheppard Date: 4-28-20

Signature: [Signature]

State: Florida County: Columbia

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 28 day of April, 2020, by _____, who is ☒ personally known to me or ☐ has provided the following identification: personally known

Notary Printed Name: Lisa Huchingson

Notary Seal: _____

Notary Signature: [Signature]

Published 10/2025





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Change of Subcontractor Request

Permit Information

- Permit #: 55531
- Property Owner: Peaceful Court LLC
- Job Site Address: 139 SE Perfect Ct
Lake City, FL 32055
- Original Subcontractor: Townsend Electrical Contractors LLC
- License #: EC 13016105
- New Subcontractor: Action Sign & Graphics
- License #: EC 13015410
- Trade (i.e. Electrical, Plumbing, HVAC, etc.): Electric

FOR OFFICE USE	
DATE RECEIVED:	
() APPROVED () DENIED	
COMPLETED CHANGE () YES	
DATE PROCESSED:	
PROCESSED BY:	
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Reason for Change:

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Required Documents:

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Signatures (All must be notarized)

- Property Owner (If Owner-Builder)

Printed Name: _____ Date: _____

Signature: _____

State: _____ County: _____

The foregoing instrument was acknowledged before me, by means of () physical presence or () online notarization, this ____ day of _____, 20____, by _____, who is () personally known to me or () has provided the following identification: _____

Notary Printed Name: _____

Notary Seal: _____

Notary Signature: _____

- General Contractor

Printed Name: Robert Sheppard Date: 4-28-26

Signature: [Signature]

State: Florida County: Columbia

The foregoing instrument was acknowledged before me, by means of () physical presence or () online notarization, this 28 day of April, 2026, by _____, who is

(X) personally known to me or () has provided the following identification: personally known

Notary Printed Name: Lisa Huchingson

Notary Seal: _____

Notary Signature: [Signature]

Published 10/2025

