



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

Please email request to bldginfo@columbiacountyfla.com

Change of Applicant Request

Property Owners Name: _____

Job Site Address: _____

Permit Information

- Permit #: _____
- Original Applicant Name: _____
- Original Applicant Email: _____
- New Applicant Name: _____
- New Applicant Email: _____

FOR OFFICE USE	
DATE RECEIVED:	_____
() APPROVED () DENIED	
COMPLETED CHANGE: () YES	
DATE PROCESSED:	_____
PROCESSED BY:	_____
NOTES:	_____

***Note:** Please note that this change of applicant is subject to review.

Reason for Change:

Important Information & Requirements

- This form must be fully completed and notarized by all parties as indicated below.
- Further information may be required upon review.

Hold Harmless Acknowledgement

The undersigned agree to indemnify and hold harmless the Columbia County Building Department, its officers, agents, and employees from any claim, action, or liability arising out of or related to this Change of Applicant.

Signatures (Must be notarized)

• Property Owner Requests Change of Applicant

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: _____

• Original Applicant Requests Change of Applicant

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: _____

• Contractor Requests Change of Applicant

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: _____