



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 General Contractor Request

Property Owners Name: _____

Job Site Address: _____

Permit Information

- Permit #: _____
- Original General Contractor Name: _____
- License #: _____
- New General Contractor Name: _____
- License #: _____

| FOR OFFICE USE | |
|-------------------|--------|
| DATE RECEIVED: | _____ |
| APPROVED | DENIED |
| COMPLETED CHANGE: | YES |
| DATE PROCESSED: | _____ |
| PROCESSED BY: | _____ |
| NOTES: | _____ |

***Note:** If the property owner will now be acting as Owner-Builder, please check below and attach an Owner Disclosure Statement.

The Owner will now be acting as Owner-Builder.

Reason for Change:

Important Information & Requirements

- This form must be fully completed and notarized by all parties as indicated below.
- A new building permit application must be submitted with the new contractor's notarized signature.
- Updated plans may be required depending on the scope of work and current permit status.
- Licensing and insurance documentation for the new contractor is required.
- If the original contractor's signature cannot be obtained, the property owner must submit a notarized letter affirming that the contractor has been terminated.
- Depending on the circumstances, a new permit may be required.

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 Contractor.

Signatures (All must be notarized)

• Property Owner

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 Contractor

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: _____

• New Contractor

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: _____