



# DEVELOPMENT SERVICES DEPARTMENT – BUILDING

## HOLD HARMLESS FOR REPLACING CONTRACTOR

Rev: 11 | Revision Date: 6/17/2026 | Print Date: 6/17/2025 I.D. Number: HH

### CHANGE OF CONTRACTOR CHECKLIST

#### **OWNER REQUESTED CHANGE OF CONTRACTOR:**

1. Broward County Permit Application \*(review is based on the trade type only \*(other discipline reviews are not required)
2. 1 Hold Harmless Form for a Change of Prime Contractor or 2 Hold Harmless Forms for a Change of Sub-Contractor \*(must state the reason for the change being required and stating that the City of Fort Lauderdale, Building Official or designee is held harmless from any legal involvement regarding this request. Hold Harmless form must be completed and notarized in its entirety)
3. **1 of 2.** A copy of a Certified Registered Notice Letter \*(owner must submit as proof to the Building Official or designee, that the contractor on record for the subject permit has been notified of the intent to change the contractor. Letter must indicate the permit number and job address prior to mailing it to the qualifier)  
**2 of 2.** Certified Receipt from US Postal Service, FEDEX, UPS, or any other recognized courier\*(must submit as proof supporting the Certified Registered Notice Letter that was mailed. Certified receipt must be completed with the written last known address of the qualifier)  
– OR –  
**1 of 1.** An acknowledgement letter signed and notarized by the contractor being replaced. \*(must state in the letter that he/she is aware of and has no objection to the Change of Contractor request)

#### **Other Requirements:** Hold Harmless Form signed by the owner/agent

If the property is corporately owned, a copy of the [Sunbiz.org](http://Sunbiz.org) record that notes the Owner/Agent's name as an authorized signer is required.

– OR –

A signed and notarized letter on company letterhead, naming the agent who is authorized to sign on the company's behalf it required. Authorization letter must accompany the Sunbiz.org record that notes the Owner/Agents name of the company. \*(Companies filed in another state must provide a copy of the Articles of Incorporation documents; must provide evidence that it is an active company with that state)

### **CHANGE OF CONTRACTOR INSTRUCTIONS**

1. Register your new qualifier with us. This action must be done electronically via [LauderBuild](http://LauderBuild) or at the building department by following our [Contraction Registration Form](#) requirements.
2. A completed [Broward County Uniform Building Permit Application](#). (1) Place the permit number in the space noted "Application number", put a zero (\$0) value in the job cost field, write or type "Change of Contractor" in the description of work field. The new qualifier must sign the permit application; owner/agent signature is optional.
3. If the Change of Contractor involves the master permit only – One (1) Hold Harmless must be completed by the property owner.
4. If the change of contractor involves a sub permit, please provide Two (2) completed hold harmless forms each signed by the property owner and the master permit qualifier (Prime Contractor).
5. Either a copy of a certified registered notice letter sent to the contractor by the owner, or a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request, is required. A US Postal mailing receipt must be completed with the last known address the notice letter was mailed to.
6. Application Submittal:
  - i. If the permit was created electronically, then please upload your document via the [LauderBuild](http://LauderBuild) Plans Room as a revision.
  - ii. If the permit was created physically at the building department, then it can be submitted during Walk-thru hours between 8am to 9:30am (Monday – Friday). **\*\*NOTE:** Commercial permits cannot be submitted as a Walk-thru.
  - iii. All other change of contractor request can be submitted any time between 8am to 4pm (Monday-Friday).
7. Fee required for change of contractor is \$105.00 (per permit).

**Note: A NEW PERMIT APPLICATION MUST BE SUBMITTED WITH HOLD HARMLESS REQUEST AND AN AMENDED NOTICE OF COMMENCMENT MAY NEED TO BE PROVIDED BY THE OWNER OF THE PROPERTY.**



# DEVELOPMENT SERVICES DEPARTMENT – BUILDING HOLD HARMLESS FOR REPLACING CONTRACTOR

Rev: 10 | Revision Date: 9/26/2025 | Print Date: 9/26/2025 I.D. Number: HH

## HOLD HARMLESS/INDEMNITY LETTER FOR REPLACING PRIME CONTRACTOR, SUB-CONTRACTOR OR SPECIALTY CONTRACTOR

(In accordance with the Broward County Administrative Provisions to the F.B.C. 105.6.4 & 105.6.4.1)

RE: Permit # \_\_\_\_\_

Property located at: \_\_\_\_\_

PLEASE CHECK ONE:

- Owner to assign a new prime contractor
- Owner to assign a new sub-contractor or specialty contractor
  
- Prime contractor to assign a new sub-contractor or specialty contractor
  - **Where a Prime Contractor is the permit holder, the owner shall file such hold harmless letter.**
  - **Where a Sub-Contractor or specialty contractor is the permit holder, the owner and Prime Contractor shall both file such hold harmless letter (separately).**

I request permit to be issued to (Qualifier and Company Name): \_\_\_\_\_

For the following reason:

- Contractor unable to complete contract
- Contractor unwilling to complete contract
- Abandonment of work
- Other: \_\_\_\_\_

\_\_\_\_\_(Name of Property Owner, as evidenced in the Broward County Property Appraiser’s Records or Prime Contractor’s officer/director as listed with the Florida Division of Corporations (ie., SUNBIZ) agrees to indemnify and hold harmless the CITY OF Fort LAUDERDALE, and its employees and agents (including the Building Official) from any legal action. claim or damage resulting from the issuance of the second permit. I further assume responsibility for correction, if required, of work performed under the first permit.

All interested parties have been notified of my intention to change the contractor of record for this

permit. DATED the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: (Print) \_\_\_\_\_

- Owner
- Prime Contractor

By: (Signature) \_\_\_\_\_

- Owner
- Prime Contractor

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_\_, by \_\_\_\_\_(Printed name of person)

(SEAL)

\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_ Type of Identification Produced \_\_\_\_\_

**Note: A NEW PERMIT APPLICATION MUST BE SUBMITTED WITH HOLD HARMLESS REQUEST AND AN AMENDED NOTICE OF COMMENCMENT MAY NEED TO BE PROVIDED BY THE OWNER OF THE PROPERTY.**