



**Miami Shores Village
Building Department
10050 NE 2nd Avenue
Miami Shores, Florida 33138
Tel: (305) 795-2204
www.msvfl.gov**

Change of Contractor/Architect or Engineer

A change of contractor, architect or engineer must be done under a permit revision .There is a \$110.00 charge for a change of contractor. The owner will submit a Change of Contractor Form completed with notarized signatures of both, owner and current contractor.

If the signature of the current contractor cannot be obtained the owner must send a certified letter/return receipt notifying the current contractor, architect or engineer the reason for the change .The owner must allow 10 business days for the contractor, architect or engineer notification before action is taken as required under section 8-13(4) of the Miami Dade County Code.

A permit application must accompany the change of contractor form, with the information and signature of the new contractor and owner or owner agent as required under FS 713.135 (6)(a) .The new contractor must be registered with the Village or must submit the required documents to register with the Village.

1. Change of Contractor form completed, signed and notarized.
2. Permit application by new contractor.
3. Required fees.
4. Copy of original letter sent via certified mail along with the returned receipt.

In addition to the requirements above the current architect or engineer of record must authorized the new architect or engineer to reproduce his documents. The authorization must be in writing and must be signed and sealed, and shall comply with Florida administrative code 61G1-18.002

Permit Number: _____

Owner's Name (Fee Simple Title Holder): _____ Phone: _____

Owner's Address: _____

City: _____ State : _____ Zip Code: _____

Job Address (where work is being done): _____

City: _____ **Miami Shores** _____ State: **Florida** _____ Zip Code: _____

Contractor's Company Name: _____ Phone : _____

Address: _____

City: _____ State: _____ Zip Code: _____

Qualifier's Name : _____ Lic. Number: _____

Architect/ Engineer of Record Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Describe Work: _____

I hereby certify that the work has been abandoned and/or the contractor/architect is unable or unwilling to complete the contract. I hold the Building Official and the Miami Shores harmless of all legal involvement.

Signature _____

Owner / Agent

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____ Who is personally known to me or who has produced _____ as identification.

Notary Public:

Sign and Seal: _____

Signature _____

Contractor / Architect / Engineer

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____ Who is personally known to me or who has produced _____ as identification.

Notary Public:

Sign and Seal: _____