



The Village of North Palm Beach
 Community Development Department • Building Division
 Phone: (561) 841-3365 • Email: permits@village-npb.org
 701 U.S. Highway 1, Suite 100 • North Palm Beach • FL 33408
 www.village-npb.org

CHANGE OF PRIMARY CONTRACTOR FORM

Permit Number: _____ Project Address: _____

This instrument is for the purpose of advising all concerned that the person(s) whose signature(s) appear below will hold the Building Official of the Building Division of the Village of North Palm Beach harmless as a result of this Change of Contractor.

The undersigned agrees to indemnify and hold harmless and defend the Village of North Palm Beach, its agents, servants and employees from and against any claims arising out of this Change of Contractor through the act, error, omissions, or negligent act of the undersigned, its or his agents, servants, or employees or any act, error or omission or negligent act for which the Village of North Palm Beach or its agents, servants, or employees are alleged to be liable.

New Contractor – Complete this section:

Name of Qualifier assuming responsibility: _____

Company Name: _____ License #: _____

Signature of Qualifier: _____

Contractor Signature Date

The foregoing instrument was acknowledged before me this ____ day of _____, 20 _____. By means of physical presence / online notarization by:

by: _____ Who is personally known to me ____ or has produced identification ____
 (Name of person making statement)

Type of Identification produced: _____

 (Signature of Notary) SEAL

Existing Contractor Acknowledgment – Complete this section:

If acknowledgement is not provided, the owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of a letter sent by Registered Mail Tracking or Certified Return Receipt, or by a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request.

Name of Qualifier releasing responsibility: _____

Company Name: _____ License #: _____

Signature of Qualifier: _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 _____. By means of physical presence / online notarization by:

by: _____ Who is personally known to me ____ or has produced identification ____
 (Name of person making statement)

Type of Identification produced: _____

 (Signature of Notary) SEAL

Owner – Complete this section:

I understand that a Change of Contractor fee will apply for this change if the permit has already been issued.

 Owner's Signature Date

The foregoing instrument was acknowledged before me this ____ day of _____, 20 _____. By means of physical presence / online notarization by:

by: _____ Who is personally known to me ____ or has produced identification ____
 (Name of person making statement)

Type of Identification produced: _____

 (Signature of Notary) SEAL