



Town of Longboat Key
Planning, Zoning and Building Department
501 Bay Isles Road
Longboat Key, Florida 34228
941-316-1966
941-316-1970 FAX

Property Owner:

- Provide a signed/notarized letter from the property owner stating:

"I am the owner of the property located at _____. I have elected to change my Contractor
on permit # _____ from _____ to _____
Name of original Contractor Name of new Contractor
effective _____.

I have notified in writing _____ of my decision to make this change."
Name of original Contractor

- Provide a copy and proof of notification of change sent (ie copy of letter and certified mail return receipt) to the original contractor-(in cases where the original contractor will not provide a letter per instructions below)

***Note: A letter from the property owner is not required to change a sub-contractor hired by the general contractor. In that case, a letter would be provided by the general contractor.**

Original Contractor:

- Provide a signed letter on your company's letterhead stating that the property owner/general contractor has informed you that they have elected to change contractors.
- Include permit number and property address
- Provide details of the work you have completed, including any inspections done along with start and stop dates of said work
- **If no work was performed, please state that in your letter**

New Contractor:

- Complete a *paper* permit application referencing the permit number you are taking over
- Provide new NOC (Notice of Commencement)
- Provide (3) sets of plans. If choosing to use the existing plans submitted by the original contractor, and they are Engineered plans (signed/sealed by Design Professional/Engineer) then a signed/sealed letter from the Design Professional/Engineer on their letterhead, granting permission for you to use the associated plans is required.
- Pay Change of Contractor fee of \$85.00

Note: Signed and Sealed Engineer Plans are required for New Construction projects and projects with structural modifications

All documentation (letters, proof of notification and permit application) must be received in order to avoid a Stop Work Order being placed on the permit. Please contact Eris Blaser at 941-316-1966 or via email at eblander@longboatkey.org with any questions.