



Change of Contractor Guidelines

- Complete/Submit the Change of Contractor document package. (See Change of Contractor Checklist).
 - Change of Contractor Notification Letter – To be completed by the property owner of record per LEEPA. (This can also serve as the termination letter.) A termination letter must be mailed via **certified mail** to the contractor being terminated. The certified receipt must have where and to whom the letter was sent.
 - KEEP A COPY OF THE LETTER MAILED. A response is not necessary from the contractor, just proof they were attempted to be notified.
 - Change of Contractor Form - To be completed/signed by contractor taking over the permit OR the property owner of record **if** property owner is taking over permit as the contractor.
 - Notice of Commencement(NOC) – If job value greater than \$5,000 (\$15,000 for A/C) a new NOC reflecting the new contractor **MUST** be submitted with complete packet
 - Sub-Contractor Forms – If the permit type requires sub-contractors, new sub-contractor forms signed by the subcontractor **MUST** be submitted with the package for all trades, even if maintaining the same sub-contractors. (the sub-contractors must be registered with the City of Cape Coral)
 - Owner/Builder Affidavit – Required IF owner/builder is taking over the permit as the new contractor
- Owner/Builders taking over permits will apply for the Change of Contractor **in person**. The permit number will remain the same.
- Contractors taking over for another contractor or an owner/builder are to submit the Change of Contractor documents to permits@capecoral.gov . Email Subject line to read "Permit # and Change of Contractor."

Fee's:

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| • Change of Contractor Residential | \$115.00 |
| • Change of Contractor Commercial | \$126.00 |
| • Surcharge | NO |