



## 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](mailto:permits@capecoral.gov) . Email Subject line to read “Permit # and Change of Contractor.

### Fee's:

- Change of Contractor Residential           \$86.25
- Change of Contractor Commercial           \$94.50
- Surcharge   NO