



**Miami Shores Village  
Building Department  
10050 N.E. 2<sup>ND</sup> Avenue  
Miami Shores, Florida 33138  
Tel: (305) 795.2204  
Fax: (305) 756.8972**

### **Change of Contractor/Architect or Engineer**

A change of contractor, architect or engineer must be done under a permit number. There is a \$75.00 charge for a change of contractor. The owner will submit a Change of Contractor Form completed with notarized signatures. If the signature of the previous contractor cannot be obtained the owner must send a certified letter/return receipt notifying the previous contractor, architect or engineer the reason for the change. The owner must allow 10 business days for the contractor, architect or engineer to respond. A permit application must accompany the change of contractor form, with the information and signature of the new contractor. 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 architect or engineer of record must authorize the new architect or engineer to reproduce his documents. The authorization must be in writing and must be signed and sealed.



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## CHANGE OF CONTRACTOR / ARCHITECT

Permit N. \_\_\_\_\_

Owner's Name (Fee Simple Title Holder): \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Address (Of 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 or 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: \_\_\_\_\_

Seal:

Signature \_\_\_\_\_

Contractor or Architect

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: \_\_\_\_\_

Seal: