



**Nassau County Building/Code  
Enforcement Department**  
96161 Nassau Place  
Yulee, Florida 32097

Bulletin G-05-14

**MEMORANDUM**

Date: November 6, 2014  
TO: Contractors and Property Owners  
FROM: Michael Griffin, CBO, CFM, Building Official  
SUBJECT: Change of Contractor

There have been from time to time a need for property owners to change contractors due to various reasons. Below are requirements for such changes.

- a. **IF THE CONTRACTOR OR SUB-CONTRACTOR IS WILLING, A NOTORIZED LETTER ON COMPANY LETTERHEAD AUTHORIZING THE NEW CONTRACTOR OR SUB-CONTRACTOR TO ASSUME THE PERMIT IS ACCEPTABLE IF THE NEW CONTRACTOR OR SUB-CONTRACTOR SUBMITS A NOTORIZED LETTER ON COMPANY LETTERHEAD ACCEPTING ALL WORK PREVIOUSLY COMPLETED BY THE ORIGINAL CONTRACTOR OR SUB-CONTRACTOR.**
  - b. **A NOTORIZED LETTER ON COMPANY LETTERHEAD FROM THE OWNER, DEVELOPER OR CONTRACTOR DESIGNATING THE NEW CONTRACTOR OR SUB-CONTRACTOR WILL ALSO BE REQUIRED.**
  - c. **A MINIMUM FEE OF \$35.00 FOR THIS TRANSFER WILL BE CHARGED.**
- 2. IF THE CONTRACTOR OR SUB-CONTRACTOR IS UNWILLING TO AUTHORIZE TRANSFER OF PERMIT OR HAS DECIDED TO NOT COMPLETE THE PROJECT THE FOLLOWING IS REQUIRED:**
- a. **A NOTARIZED LETTER FROM THE CONTRACTOR STATING THAT HE IS NO LONGER RESPONSIBLE FOR THE PROJECT AND IS, OR IS NOT, REQUESTING A REFUND AND RETURN OF ALL DOCUMENTS, INCLUDING PLANS OR DRAWINGS RELATING TO THE PROJECT, IF APPLICABLE AND A VOIDING OF THE APPLICABLE PERMIT.**

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**OR**

- b. A NOTORIZED LETTER ON COMPANY LETTERHEAD FROM THE OWNER, DEVELOPER OR CONTRACTOR STATING THAT THE ORIGINAL CONTRACTOR OR SUB-CONTRACTOR HAS BEEN DISMISSED AND AUTHORIZING THE NEW CONTRACTOR OR SUB-CONTRACTOR TO BE THE RESPONSIBLE PARTY FOR THE PROJECT.**
- c. A NEW PERMIT WILL BE REQUIRED FOR ALL WORK INCLUDED IN THE ORIGINAL PERMIT AND A NEW FEE EQUAL TO THE ORIGINAL FEE, EXCLUDING ANY IMPACT FEE OR PLAN REVIEW FEE, WILL BE REQUIRED.**
- d. IF PLANS WERE REQUIRED FOR THE ORIGINAL PERMIT ONE ADDITIONAL SEALED SET OF CONSTRUCTION DRAWINGS ACCOMPANIED BY ANY OTHER DOCUMENTS WILL BE REQUIRED.**
- e. A NOTORIZED LETTER ON COMPANY LETTERHEAD FROM THE NEW CONTRACTOR OR SUB-CONTRACTOR ACCEPTING ALL WORK THAT HAS BEEN COMPLETED BY THE ORIGINAL CONTRACTOR OR SUB-CONTRACTOR AND HAS BEEN APPROVED BY THE BUILDING DEPARTMENT.**

**3. THE RECORDING OF A NEW “NOTICE OF COMMENCEMENT” IN THE INSTANCE OF ISSUANCE OF A NEW BUILDING PERMIT TO A NEW BUILDER OR CONTRACTOR WILL BE REQUIRED.**

**REIMBURSEMENT OF PERMIT FEES WILL BE IN ACCORDANCE WITH NASSAU COUNTY POLICY.**