



Change of Primary Contractor

Office of Building Services
315 West Main St., Tavares, FL 32778 · PO Box 7800
Phone (352)343-9653 · Website www.lakecountyfl.gov

This change is to take place immediately

To change the primary contractor on an active permit, you must submit the following:

- ☐ An original notarized letter from the property owner requesting a change of primary contractor
- ☐ An original notarized letter from the license holder willingly relinquishing their active permit(s) for the specific job to be transferred to the new contractor
- ☐ An original notarized letter from the new contractor accepting and assuming all responsibilities for the job
- ☐ An updated list of all sub-contractors (if applicable)
- ☐ New recorded Notice of Commencement reflecting new primary contractor for permits with an estimated job value over \$5,000 (\$15,000 for mechanical change out)
- ☐ Expired building permits will require a completed renewal request

All fee information can be found on our [fee schedule](#).

Should any of the parties disagree and not provide the notarized statement as requested, a new permit with full permit fee for the entire project will be required for the new contractor.



Owner Change of Contractor Affidavit

I _____ am requesting a change of primary contractor on permit
(property owner)

number _____ job site address _____.

From date ____/____/____ and further I terminate contractor _____,
(DBA)

license number _____ as the primary contractor. To be replaced by contractor

_____, license number _____ from this point on.
(DBA)

(property owner signature)

(property owner printed name)

State of Florida
County of Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence OR ☐ online
notarization, this ____ day of _____, 20__ by _____.

Personally Known OR Produced Identification

Type of Identification produced _____

(Notary Signature)

(SEAL)



Change of Contractor Affidavit
(New contractor information)

I _____ license number _____ am taking full responsibility for the
(license holder name)

entire project on permit number _____, job site address _____

_____, from date ____/____/____ and further.

(license holder signature)

(license holder printed name)

State of Florida
County of Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence OR ☐ online
notarization, this _____ day of _____, 20____ by _____.

Personally Known OR Produced Identification

Type of Identification produced _____

(Notary Signature)

(SEAL)



Change of Contractor Affidavit

(Previous contractor information)

I _____ license number _____ am voluntarily relinquishing the
(license holder name)

entire project on permit number _____, job site address _____

_____, from date ____/____/____ and further.

(license holder signature)

(license holder printed name)

State of Florida

County of Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence OR ☐ online
notarization, this _____ day of _____, 20____ by _____.

Personally Known OR Produced Identification

Type of Identification produced _____

(Notary Signature)

(SEAL)



Sub-Contractor List

Electrician: _____

License Number: _____

Plumber: _____

License Number: _____

Concrete: _____

License Number: _____

Mason: _____

License Number: _____

Roofer: _____

License Number: _____

Framer: _____

License Number: _____

Gas: _____

License Number: _____

Irrigation: _____

License Number: _____

Low Voltage: _____

License Number: _____

After recording, return to: _____

Notice of Commencement

State of Florida | County of Lake

Permit No: _____

Tax Folio No: _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of the Property: *(legal description of the property and street address if available)*

Legal Description _____

Street Address _____

2. General Description of Improvement _____

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name _____

Address _____

Interest in Property _____

Name & Address of fee simple titleholder *(if different than owner)*: _____

4. Contractor Information _____

Name _____ Phone Number _____

Address _____

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name _____ Phone Number _____

Address _____ Amount of Bond \$ _____

6. Name and address of any person making a loan for the construction of the improvements: _____

7. Person within the State of Florida designated by Owner upon whom notices, or other documents may be served as provided by Section 713.13(1)(a), Florida Statutes:

Name _____ Phone Number _____

Address _____

8. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes. Phone Number _____

Expiration date of notice of commencement *(the expiration date will be 1 year from the date of recording) unless a different date is specified)*
WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Lessee, or Owner's or Lessee's Authorized
Officer/Director/Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20_____, by _____ who is personally known or produced _____ as type of identification.

(Signer's Printed Name)

Signature of Notary Public – State of Florida (print, type of stamp commissioned name of Notary Public)



REQUEST FOR EXTENSION OR REISSUANCE OF A BUILDING PERMIT

315 West Main St., Tavares, FL 32778 · PO Box 7800
Phone (352)343-9653 · Website www.lakecountyfl.gov

Permit #: _____

Date: _____

I, _____, contractor or property owner, do hereby request a(n)

☐ Application Extension

☐ Extension of Permit

☐ Reissuance of Permit

This request is pursuant to Lake County Ordinance, Chapter 6, Article 3. Adoption & Enforcement of Technical Codes, Section 6-22(2)k.

105.5 Time Limitation of Building Permits. Building permits Shall expire and become null and void if work authorized by such permits is not commenced, having called for and received a satisfactory inspection, within six (6) months from the date of issuance of the permit, or if the work is not completed within one (1) year from the date of issuance of the building permit, except that the time may be extended by the Lake County Building Official, subject to compliance with the provisions of concurrency management procedures, if any of the following occur:

(a) A time schedule has been submitted and approved by the Lake County Building Official, predicated upon customary time for construction of similar buildings, prior to the issuance of the building permit, indicating completion of construction in excess of one (1) year; or

(b) The applicant furnishes the Lake County Building Official satisfactory evidence in writing that the delay is due to the unavailability of construction supplies or materials, and every effort has been made to obtain substitute materials equal to those called for in the specifications; or

(c) The delay is due to fire, weather conditions, civil commotion or strike. Increased costs of building materials or supplies or financial hardship shall not be considered by the Lake County Building Official as cause for continuation of the building permit.

My request is based on the conditions shown above (must complete one a, b, or c). Note reason for request and estimated time of completion.

Please specify the reason for the extension and a time schedule for the completion of the permitted work.

Evidence (attached) that the delay is due to the unavailability of construction supplies or materials. Please provide a time schedule for the completion of the permitted work.

I hereby state that the delay was due to fire, weather conditions, civil commotion or strike. Please specify the reason for the delay and provide a time schedule for the completion of the permitted work.

Signature of Contractor or Property Owner

Printed Name

Email Address

Contact Phone #

(Must be signed by license holder or owner if owner/builder, Power of Attorney not accepted)

Office Use Only

Previous Renewals: _____
Job Description: _____
Last Inspection: _____
Code Case: _____
Return to: _____

Request Approved by: _____
Request Denied by: _____
Renewal for: _____
Extension for: _____
Date: _____