



TOWN OF SEWALL'S POINT BUILDING DEPARTMENT
One S. Sewall's Point Road
Sewall's Point, Florida 34996
Tel 772-287-2455 Fax 772-2204765

CHANGE OF CONTRACTOR APPLICATION PACKAGE

A document review will be performed on the following items prior to the submittal of a permit application. Failure to submit these items will result in the application package returned to the applicant until the deficient documents are included. This review sheet must accompany the application submittal.

Please make sure you have ALL required copies before submitting permit application

You will need the following to change contractors or to change from contractor to owner/builder:

_____ **1 Copy** Letter from the owner releasing the old contractor and hiring the new Contractor or assuming owner/builder status.

_____ **1 Copy** New permit application

_____ \$25 Transfer Fee

*** If changing from a contractor to an owner/builder, the owner must supply the following:**

_____ **1 Copy** recorded warranty deed

_____ **1 Copy** owner/builder application

Please read Florida Statue, section 489.103

**** If new plans are needed, the new contractor (or owner) must supply the following:**

_____ **1 Copy** Plans to be re-stamped at the time of the application. **This process will take a minimum of 24 hours.**