



Columbia County Building Department  
135 NE Hernando Ave, Suite B-21  
Lake City, FL 32055  
Phone: 386.758.1008

Please email request to bldginfo@columbiacountyfla.com

## Change of Applicant Request

Property Owners Name: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

### Permit Information

- Permit #: \_\_\_\_\_
- Original Applicant Name: \_\_\_\_\_
- Original Applicant Email: \_\_\_\_\_
- New Applicant Name: \_\_\_\_\_
- New Applicant Email: \_\_\_\_\_

FOR OFFICE USE	
DATE RECEIVED: _____	
( ) APPROVED ( ) DENIED	
COMPLETED CHANGE: ( ) YES	
DATE PROCESSED: _____	
PROCESSED BY: _____	
NOTES: _____	

**\*Note:** Please note that this change of applicant is subject to review.

### Reason for Change:


### Important Information & Requirements

- This form must be fully completed and notarized by all parties as indicated below.
- Further information may be required upon review.

### Hold Harmless Acknowledgement

The undersigned agree to indemnify and hold harmless the Columbia County Building Department, its officers, agents, and employees from any claim, action, or liability arising out of or related to this Change of Applicant.

### Signatures (Must be notarized)

#### • Property Owner Requests Change of Applicant

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of ( ) physical presence or ( ) online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is ( ) personally known to me or ( ) has provided the following identification: \_\_\_\_\_

Notary Printed Name: \_\_\_\_\_ Notary Seal: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

#### • Original Applicant Requests Change of Applicant

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of ( ) physical presence or ( ) online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is ( ) personally known to me or ( ) has provided the following identification: \_\_\_\_\_

Notary Printed Name: \_\_\_\_\_ Notary Seal: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

#### • Contractor Requests Change of Applicant

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of ( ) physical presence or ( ) online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is ( ) personally known to me or ( ) has provided the following identification: \_\_\_\_\_

Notary Printed Name: \_\_\_\_\_ Notary Seal: \_\_\_\_\_

Notary Signature: \_\_\_\_\_