

**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](mailto:bldginfo@columbiacountyfla.com)**Change of General Contractor Request**

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

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

**Permit Information**

- Permit #: \_\_\_\_\_
- Original General Contractor Name: \_\_\_\_\_
- License #: \_\_\_\_\_
- New General Contractor Name: \_\_\_\_\_
- License #: \_\_\_\_\_

<b>FOR OFFICE USE</b>	
DATE RECEIVED: _____	
APPROVED	DENIED
COMPLETED CHANGE: YES	
DATE PROCESSED: _____	
PROCESSED BY: _____	
NOTES: _____	

**\*Note:** If the property owner will now be acting as Owner-Builder, please check below and attach an Owner Disclosure Statement.

The Owner will now be acting as Owner-Builder.

**Reason for Change:****Important Information & Requirements**

- This form must be fully completed and notarized by all parties as indicated below.
- A new building permit application must be submitted with the new contractor's notarized signature.
- Updated plans may be required depending on the scope of work and current permit status.
- Licensing and insurance documentation for the new contractor is required.
- If the original contractor's signature cannot be obtained, the property owner must submit a notarized letter affirming that the contractor has been terminated.
- Depending on the circumstances, a new permit may be required.

**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 Contractor.

**Signatures (All must be notarized)****• Property Owner**

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 Contractor**

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: \_\_\_\_\_

**• New Contractor**

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: \_\_\_\_\_

**Published 10/2025**