



**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 Subcontractor Request

### Permit Information

- Permit #: \_\_\_\_\_
- Property Owner: \_\_\_\_\_
- Job Site Address: \_\_\_\_\_  
\_\_\_\_\_
- Original Subcontractor: \_\_\_\_\_
- License #: \_\_\_\_\_
- New Subcontractor: \_\_\_\_\_
- License #: \_\_\_\_\_

Trade (i.e. Electrical, Plumbing, HVAC, etc.): \_\_\_\_\_

### FOR OFFICE USE

DATE RECEIVED: \_\_\_\_\_  
(  ) APPROVED (  ) DENIED  
COMPLETED CHANGE: (  ) YES  
DATE PROCESSED: \_\_\_\_\_  
PROCESSED BY: \_\_\_\_\_  
NOTES: \_\_\_\_\_

### Reason for Change:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Required Documents:

- Subcontractor MUST be on file with our jurisdiction. If not, complete registration by making application @ <https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx>
- New signed Subcontractor Form

### Hold Harmless Acknowledgement

The undersigned agree to hold harmless and indemnify Columbia County and its agents from any claims or liability resulting from this change of subcontractor.

### Signatures (All must be notarized)

#### • Property Owner (If Owner-Builder)

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: \_\_\_\_\_

#### • General 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: \_\_\_\_\_

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