



City Of Punta Gorda
Building Division
326 W. Marion Ave
Punta Gorda, FL 33950



How Can I do a Change of Contractor in the City Of Punta Gorda?

For a change of contractor on an existing permit. There will be 2 different procedures below. First is from contractor to owner builder and second would be from contractor to contractor, both procedures will require involving the owner of said property,

For an owner to remove a contractor and add him or herself to a permit as owner builder

- 1-The owner of property needs to send a letter to current contractor stating they are removed from their responsibility of the permit.
- 2-Owner will need to make a copy of letter mention above before sending and then mail with a received receipt showing contractor received letter, the copy of letter and mail receipt needs to be submitted to building department.
- 3-Complete a new application with required information changing application showing owner builder is now the contractor of record for permit.
- 4-Complete the owner builder affidavit.
- 5-Submit all documents mentioned above to the building department and there will be a \$100.00 charge.

For a Contractor to Contractor.

1. The owner of property needs to send a letter to current contractor stating they are removed from their responsibility of the permit.
2. Owner will need to make a copy of letter mention above before sending and then mail with a received receipt showing contractor received letter, the copy of letter and mail receipt needs to be submitted to building department.
3. The new Contractor will need to bring a copy of letter and receipt listed above along with another letter from property owner stating they are hiring new contractor and would like them to be added to permit. (contractor needs to be properly licensed and registered for work on permit)
4. New contractor will need to fill out new application with proper information.
5. Submit all documents mentioned above to the building department and there will be a \$100.00 charge

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