



**HOLD HARMLESS/INDEMNITY LETTER FOR REPLACING PRIME CONTRACTOR,
SUB-CONTRACTOR OR SPECIALTY CONTRACTOR**

(In accordance with the Broward County Administrative Provisions to the F.B.C. 105.6.4 & 105.6.4.1.)

IMPORTANT NOTE: A *NEW PERMIT APPLICATION* MUST BE SUBMITTED WITH HOLD HARMLESS REQUEST AND AN AMENDED NOTICE OF COMMENCEMENT MAY NEED TO BE PROVIDED BY THE OWNER OF THE PROPERTY.

RE: Permit # _____

Property located at: _____

PLEASE CHECK ONE:

- Owner to assign a new prime contractor
- Owner to assign a new sub-contractor or specialty contractor
- Prime contractor to assign a new sub-contractor or specialty contractor
- Where a Prime Contractor is the permit holder, the owner shall file such hold harmless letter.**
- Where a Sub-Contractor or specialty contractor is the permit holder, the owner and Prime Contractor shall both file such hold harmless letter (separately).**

I request re- issuance of this permit to be issued to: _____

For the following reason:

- Contractor unable to complete contract
- Contractor unwilling to complete contract
- Abandonment of work

_____(Name of authorized person per BCPA and/or SUNBIZ) agrees to indemnify and hold harmless the CITY OF OAKLAND PARK , and its employees and agents (including the Building Official) from any legal action or damage resulting from the CHANGE OF CONTRACTOR and/or re-issuance of this permit. I further assume responsibility for correction, if required, of work previously performed. All interested parties have been notified of my intention to change the contractor of record for this permit. DATED the ___ day of ___, 20__.

By: (Print) _____

- Owner OR
- Prime Contractor

By: (Signature) _____

- Owner OR
- Prime Contractor

STATE OF FLORIDA/COUNTY OF BROWARD

Sworn to and subscribed before me this _____ day of _____, 20__, by _____

_____ who is personally known to me ___ or produced _____ as identification.

Notary Public

Print Name of Notary Public



CHANGE OF CONTRACTOR REQUEST/CONTRACTOR REQUEST TO WITHDRAW

OWNER REQUESTED CHANGE OF CONTRACTOR:

When an owner requests a Change of Contractor, the owner shall submit a letter to the Building Official for the City of Oakland Park Building Services Division or designee, stating the reason for the change being required and stating that the Building Official is held harmless from any legal involvement regarding this request. When there is a request to Change the Sub-Contractor, the procedures as above apply, however both the owner of record and the contractor shall submit a hold-harmless letter to the Building Official.

Any portion of work already completed by the Contractor or Sub-Contractor shall be suspended and no further inspections performed until a new contractor or sub-contractor has obtained a new permit.

CONTRACTOR REQUEST TO WITHDRAW FROM A PERMITTED JOB:

When a contractor wants to withdraw from a permitted job without cancelling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified, and submit a letter to the Building Official, stating that the Building Official is held harmless from any legal involvement.

If a Sub-Contractor wants to withdraw from a permitted job without cancelling the permit, the Sub-Contractor shall submit proof to the Building Official that the owner of record and the Contractor have been notified, and include a letter to the Building Official stating that the Building Official is held harmless from any legal action.