

PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES

PO Box 1486
Palatka, FL 32178-1486
Email: pzb@putnam-fl.gov



Building: (386) 329-0307
Planning and Zoning: (386) 329-0491
Codes Enforcement: (386) 329-0317

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

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 being removed, the owner and Prime Contractor shall both file such hold harmless letter (separately).**

I request removal of contractor or sub-contractor for the following reason:

- Contractor unable to complete contract
- Contractor unwilling to complete contract
- Abandonment of work
- Other: _____

(Name of Property Owner or Prime Contractor's registered name), agrees to indemnify and hold harmless Putnam County, and its employees and agents (including the Building Official) from any legal action or damage resulting from the change of contractor or sub-contractor. I further assume responsibility for correction, if required, of work performed by previous contractor or sub-contractor.

All interested parties have been notified of my intention to change the contractor of record for this permit.

Dated: _____

By: (Print) _____ By: (Signature) _____
 Owner OR Prime Contractor OR Sub-Contractor

STATE OF FLORIDA/COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ who is personally known or produced _____ as identification.

Notary Public

Printed Name of Notary Public

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

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 Putnam County, stating the reason for the change being required and stating that the Building Official is held harmless from any legal involvement regarding this request. The existing permit may be cancelled, but is not necessary. In addition, the owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of a certified registered letter sent to the contractor by the owner, or by a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request. When an owner requests a Change of Sub-Contractor, the procedures above apply, with the exception that both the owner of record and the contractor shall submit a hold-harmless letter to the Building Official.

Any portion of work already done covered by the Contractor or Sub-Contractor shall be suspended and no further inspections will be performed until a new contractor or sub-contractor has been assigned to the permit or issued 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 also send a letter to the Building Official stating that the Building Official is held harmless from any legal action.

CHANGE OF CONTRACTOR INSTRUCTIONS

1. Register your new qualifier with us. This action must be done at the building department.
2. Submit a completed permit application. Put the permit number and Change of Contractor in the description of work field, and place a zero in the job cost field. The permit application requires the signature of the owner/agent as well as the new qualifier.
3. If the Change of Contractor involves the master permit only – One (1) hold harmless is required from the property owner.
4. Fee required for change of contractor is \$50.00 (per permit)