ORANGE CITY

The Heart of Southwest Volusia

CHANGE OF CONTRACTOR

PLEASE PROVIDE THE FOLLOWING:

- Completed building permit application (property owner must sign application).
- Copy of contractor's license or on file in repository or Owner/Builder affidavit form (applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances.
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed and notarized by the property owner (if leasing property).
- Change of contractor letter signed by the property owner (letter must state the following: "releasing qualifiers name and hiring qualifiers name").
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over $2,500.00) or contract (if less than $2,500.00).

"ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE".

Note: Should you have questions or require any additional information, please contact the Development Services; Building at (386) 775-5423. Additional documents maybe required upon request by the Development Services.