



Martin County, Florida
Building Department
 900 SE Ruhnke Street, Stuart, FL 34994
 772-288-5916 www.martin.fl.us
 Text: 202-937-0892

Change of Contractor Checklist

You will need the following to change from one contractor to another (or to change from contractor to owner/builder).

Please make sure you have ALL required copies before submitting permit application.

<input type="checkbox"/> Letter from Owner	Letter from the owner releasing the old contractor and hiring the new contractor or cancelling the contract.	
<input type="checkbox"/> Building Permit Application	Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 772-288-5916.	Application
<input type="checkbox"/> Transfer Fee	\$20 Transfer Fee, if permit has already been issued. There is NO fee if the permit has not been issued.	
<input type="checkbox"/> Notice of Commencement	Needed if cost is \$15,000.00 and greater for A/C Change Out permits ONLY and greater than \$5,000.00 for ALL other permit types.	Notice of Commencement
<input type="checkbox"/> Owner/Builder Disclosure Statement	<p>If changing from a contractor to an owner/builder, the owner must supply an Owner/Builder Disclosure Statement.</p> <p>An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. This must be signed in the presence of a Building Department staff member. For further information, contact the Contractors' Licensing Division at 772-288-5482.</p>	Florida Statute 489.503(6) Owner/Builder Disclosure Statement

ADA Accessibility Disclosure Statement – This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback.