



Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

772-288-5916 Text: 202-937-0892 www.martin.fl.us

Change of Contractor Checklist

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

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

1. Letter from Owner

Letter from the owner releasing the old contractor and hiring the new contractor or cancelling the contract.

2. 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.

3. Transfer Fee

\$20 Transfer Fee, if permit has already been issued. **Note: There is no fee if the permit has not been issued.**

4. Notice of Commencement

A [Notice of Commencement](#) is 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.

5. Owner/Builder Disclosure Statement

Note: Applicable to Owner/Builders only. This must be signed in the presence of a Building Department staff member. An [Owner/Builder Disclosure Statement](#) is a legally binding oath required by Florida Statute 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\(6\)](#) to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Contractors' Licensing Division at 772-288-5482.