



CITY OF NORTH PORT
Neighborhood Development Services
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**IF YOU FIND IT NECESSARY TO FIRE YOUR CONTRACTOR,
PLEASE REVIEW THE FOLLOWING PROCESS:**

You must show legal ownership of the property to fire your contractor.

We require a notarized statement from the property owner informing the Building Official that the contractor has been fired. Provide a copy of your statement to the contractor that the contract has been terminated. It is suggested that you notify the contractor by certified or registered mail.

The letter **MUST** include a statement that fees associated with plans, engineering and other miscellaneous documents in the permit package have been paid by the homeowner, thereby demonstrating the homeowner's rights to the documents in the permit package.

WHO WILL FINISH YOUR HOME?

When you determine who will finish your home, the permit must be altered to reflect the new contractor. The new contractor must be licensed with the City of North Port.

Whoever takes over the permit will fill out a new permit application with the original permit number.

If you hire a contractor, he or she shall provide the Building Official with a letter accepting responsibility for all work on the permit from that date on. The new contractor must be licensed in the City of North Port.

If you finish the house without a contractor, a letter is required to the Building Official stating that you are taking over the permit along with a signed HOMEOWNER DISCLOSURE STATEMENT. The letter must also state that this will be the homeowner's primary residence.

WHAT ELSE IS NEEDED?

A new subcontractor list, a termination of notice of commencement and a new notice of commencement are required.

NOTE: These are guidelines set forth by the City of North Port. Legal issues pertaining to your individual property, and the changing of a contractor, are the sole responsibility of the homeowner and should be verified by an attorney.

IF YOU FIND IT NECESSARY TO FIRE YOUR CONTRACTOR: Building Division Informational Worksheet

Homeowner, Contractor Information:

- Will this be the owner's primary residence? If yes, we require the owner to fill out an Owner – Contractor Disclosure Statement Form. If it is going to be the owners' primary residence, then the homeowner may transfer the permit to their name. We discourage this unless the homeowner is a contractor or the home is almost finished.
- The homeowner should check to see if there are liens on the property. The phone number for the Sarasota County Clerk of Courts is 941-861-7400.
- A NEW Notice of Commencement must be filed with the Sarasota County Clerk of Courts in the R L Anderson Building, South Venice 941-861-7400
- If the well and/or septic permit have expired, Sarasota County Health Department must be contacted to reactivate the permit. Their phone number is 941-861-3310.
- Permit documents must be on the job site. If they are missing, we can have a vendor pick up and copy our set of plans for you. There is a fee for this service. The owner or contractor will pick up the copies and pay the vendor. The estimated cost for this service is \$30 to \$50.
NOTE: These plans will have OFFICE COPY stamped on them.
- We can print a duplicate permit card for the job site if necessary.
- We will review the inspection sequence and history with the owner or contractor. All required inspections will be called into the inspections line 855-941-4636.
- Everyone who takes over a permit must meet with representatives from the Building Division 941-429-7044.
- All Contractors including Subs must be Licensed in the City of North Port.

Fee Information:

- If the permit has expired, the Reactivation Fee is \$75.
- The Permit Transfer Fee is \$100.00.
- The house will be inspected by a plans examiner. The cost is \$40.
- All impact and re-inspection fees will be paid at CO (Certificate of Occupancy).

Staff Information:

If your first contact with the homeowner is on the phone, ask for a fax number and send them a "Fire Your Contractor" form, a print-out of completed inspections to date and tell them we have a list of contractors they may review at the Building Department. It's too large to fax.

Communicate ONLY with the deed holder for the property or the new contractor. Encourage the new contractor or homeowner/contractor to schedule an appointment with the Building Department (941-429-7044). Permits and all Construction Documents need to be transferred.

- Ask if the lot is deeded to the individual you are speaking with. If yes, they must provide the deed or tax record to the building division.
- Check for holds and notes on the permit and any code violations on the Parcel ID.
- Check with Property Standards to see if the city was reimbursed for site clean up or building mitigation.
- Go into the "names" set up in our computer program and note the name of the new contractor or enter "homeowner".
- The permanent file folder must be updated with the name of the person responsible for finishing the house.