



**Community Development Department**  
**Building Division**  
 10770 West Oakland Park Boulevard · Sunrise, FL 33351  
 P: 954.572.2354  
 Website: www.sunrisefl.gov · E-mail: AskBuilding@SunriseFL.gov

Time/Date Stamp:

## Hold Harmless/Indemnity Letter for Replacing a Prime Contractor, Sub-contractor or Specialty Contractor

Permit Application No. \_\_\_\_\_

Property Location/Address \_\_\_\_\_

**Please Check One:**

<input type="checkbox"/>	Owner to assign new prime contractor.
<input type="checkbox"/>	Owner to assign a new sub-contractor or specialty contractor.
<input type="checkbox"/>	Prime contractor to assign a new sub-contractor or specialty contractor.

I request issuance of a second permit to be issued to: \_\_\_\_\_

License # \_\_\_\_\_ Email: \_\_\_\_\_

To Replace Original Contractor: \_\_\_\_\_

License # \_\_\_\_\_ Email: \_\_\_\_\_

**For the Following Reason:**

<input type="checkbox"/>	Contractor unable to complete work.
<input type="checkbox"/>	Abandonment of work.
<input type="checkbox"/>	Contractor unwilling to complete contract.

\_\_\_\_\_ (name of authorized person or entity requesting issuance of second permit) agrees to indemnify and hold harmless the CITY OF SUNRISE, and its employees and agents (including the Building Official) from any legal action or damage resulting from the issuance of the second permit. I further assume responsibility for correction, if required, of work performed under the first permit.

I affirm that all interested parties have been notified of my intention to change the contractor of record for this permit.

By \_\_\_\_\_  
 Print Name Owner/Agent or Qualifier of Company      Signature of Owner/Agent or Qualifier of Company

STATE OF FLORIDA/COUNTY OF BROWARD

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
 By \_\_\_\_\_ who is personally know to me \_\_\_\_\_, or produced  
 \_\_\_\_\_ as identification.

\_\_\_\_\_  
 Notary Public  
 \_\_\_\_\_  
 Print Name of Notary Public

A new permit application must be submitted with Hold Harmless request and an amended Notice of Commencement.

Where a prime contractor is the permit holder the owner shall file such Hold-Harmless letter. Where a sub-contractor or specialty contractor is the permit holder the owner and prime contractor shall both file such hold-harmless letters.