



**City of Miami  
Building Department**

**CHANGE OF CONTRACTOR PROCEDURE**

- The owner's notarized signature on a new Building Permit Application validates the Change of Contractor request. The new contractor (whether prime or subsidiary) must submit a new Building Permit Application signed and notarized by both the qualifier and the owner.
- The contractor must fill in the relevant permit number in the Master Permit Box and write "Change of Contractor" in the Job Description box under subtitle General Information. The Change of Contractor box must also be checked.
- If the Change of Contractor is to change **from a contractor to an owner-builder**, then that owner-builder must pass a competency test given by the Chief Building Inspector to prove that the proposed permit holder has the minimum level of knowledge necessary to complete the project.

**TO BEGIN THE PROCESS, FOLLOW THIS LINK TO [BUILDING PERMIT APPLICATION](#)**