

HOLD HARMLESS REQUIREMENTS REPLACING A CONTRACTOR / SUBCONTRACTOR

FBC 105.6 Suspension or Revocation of Permit (2020 FBC, 7th Edition)

FBC 105.6.4 Upon request by the owner and/or permit holder and upon investigation by the Building Official to determine that the work has been abandoned or that the permit holder is unable or unwilling to complete the contract a change of contractor may be issued without the initial permit being revoked or suspended.

- All interested parties shall be notified before action is taken. A Hold Harmless/Indemnity Form shall be filled out and submitted by:
 - The owner if the prime contractor is the permit holder
 - Both the owner and the prime contractor, if a subcontractor or specialty contractor is the permit holder.
- A fee will be required for processing based on rate of selected service (certified mail or UPS); inquire within for current rates.
- The form is given to the Building Director for approval; it may be forwarded to the City Attorney at the Director's discretion for additional approval, if needed.
- After the Building Director and/or City Attorney approve the request, a letter is sent to the contractor to notify that they are being removed from the job/project.
- Once the Building Department is in receipt of delivery or return of item from mail service provider, the owner/requester will be notified in order to apply/submit for the new permit.