

APPROVED PROCESS FOR CHANGE OF EOR FOR GENE CRAVILLION SEALED DOCUMENTS

A. Change of Engineer of Record (EOR) to new EOR per Bulletin #5 (Commercial or Residential)

B. Change of EOR to Contractor or Owner-Builder (Residential Only)

Does not allow:

- Aluminum structures
- Metal buildings or conversions
- Site Plans

1. Provide a revised plan set uploaded to CityView as Revision documents

a. Revised plans to include:

“White out” of all references to previous EOR AND design firm on all pages to include signatures, logos and seals

2. Provide letter of assumed liability.

The letter shall be on Contractor letterhead if applicable and contain at least but not limited to:

1. Permit number
2. Job address
3. Contractor/owner-builder name and address
4. Descriptions of documents to be assumed, for example: interior alteration
5. Statement assuming full responsibility and liability for documents in question
6. A hold Collier County harmless clause for any action or failures resulting from the design documents
7. Signed and notarized by Qualifier, if contractor, or fee owner, if owner-builder

3. Provide a notarized letter of support from the fee owner acknowledging contractor assumption of liability for construction plans to include a hold Collier County harmless clause for any actions or failures resulting from the design documents.

Contact Building Permit Resolution Services for further information at **239-252-2493** or email at **BPRS@colliercountyfl.gov**