

Instructions for Change of Designated Responsible Party Process

This form is to be used to replace a Designated Responsible Party ('Designated Responsible Party') requesting to be removed from an application or issued Permit. For this process, there must be a Designated Responsible Party to replace the one identified on the Permit.

SCENARIO 1: CHANGE THE DESIGNATED RESPONSIBLE PARTY IDENTIFIED ON A PERMIT

- The *Change of Designated Responsible Party Notification Form* is required to be completed by the Proposed Designated Responsible Party and the Property Owner.
- The *Letter of Notification from a Designated Responsible Party for Termination* must be signed presence of a notary and then sent to the Property Owner identified on the permit by way of certified mail. Once the letter has been delivered or attempted to be delivered, the entire change of Designated Responsible Party package, along with the letter of notification to the Property Owner for termination, please email STVR@colliercountyfl.gov

Change of Designated Responsible Party Notification Form

Permit and Designated Responsible Party Information

Date: _____ Planning Application Number: _____

STVR Address: _____

Email: _____

Check all that Apply:

- ☐ Using existing portal account name _____
- ☐ Remove existing and replace with new _____
- ☐ Adding new portal account name _____

Change of Designated Responsible Party Process Scenario Options

- ☐ Scenario 1: Terminate the Designated Responsible Party identified on the Permit (Letter of Termination sent)
- ☐ Scenario 2: Change to a new Designated Responsible Party Scenario
- ☐ Scenario 3: Change Designated Responsible Party to Owner-Builder Scenario

Document Checklist

- ☐ Letter of Termination Notification provided (Letter must be delivered with proof of delivery, or two attempted deliveries with proof of non-delivery)
- ☐ Change of Designated Responsible Party Form

Signature of Existing Designated Responsible Party: _____

Printed Name of Existing Designated Responsible Party: _____

State License Number: _____

Printed Business Name: _____ Phone #: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarized on this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
- ☐ Has produced a current driver's license _____
- ☐ Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

Section B: Proposed Designated Responsible Party Signature

I acknowledge that I have read pages three and four of the Collier County Building Plan Review and Inspection Division Building Permit Application.

Signature of Proposed Designated Responsible Partys Qualifier: _____

Printed Name of Proposed Designated Responsible Partys Qualifier: _____

State License #: _____ Phone #: _____

Printed Business Name: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
- ☐ Has produced a current drivers license _____
- ☐ Has produced _____ as identification.

Must Comply with Notarial Law

Notary Seal

Notary Signature: _____

Section C: Property Owner Signature

Signature of Property Owner: _____

Printed Name of Property Owner _____

Printed Business Name: _____ Phone #: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by (printed name of owner) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
- ☐ Has produced a current drivers license _____
- ☐ Has produced _____ as identification.

Must Comply with Notarial Law

Notary Seal

Notary Signature: _____

Email completed form to: STVR@colliercountyfl.gov

Letter of Notification to Designated Responsible Party for Termination from Collier County Building Permit

This letter is to inform you, _____, the Designated Responsible Party, that you are being terminated from the Collier County Permit Number, _____ associated with the structure located at _____, as of (termination date).
 The reason for this termination is due to:

Notarized Signature

Signature of Property Owner: _____

Printed Name of Property Owner: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
☐ Has produced a current drivers license _____
☐ Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

To be completed after mailing to the Designated Responsible Party or Owner-Builder

(This information must be provided to Collier County as proof of notification)

Email completed form to: STVR@colliercountyfl.gov

Certified Mail Receipt/Tracking Number: _____

