

Office of Planning and Development – Building Division  
 PO Box 9005, Drawer GM02  
 330 W. Church Street  
 Bartow, Florida, 33831-9005  
 863-534-6080



[www.polk-county.net/aca](http://www.polk-county.net/aca)

## Add Contact to Existing Permit

Please add the following contact(s) to existing Building Permit number \_\_\_\_\_.

Project address: \_\_\_\_\_

All information in the table below is required. It must be printed and legible. All added contacts must have a unique email address and an active Accela user account name. This form is not an Authorized User form and will not be accepted as a means of adding an Authorized User to a Contractor's Licensing file. This is to add a contact to an existing permit only.

Print Name	Print Email Address	Print Accella User Name	Primary Contact for Permit? Yes/No

Primary Contractor or Authorized User Name: \_\_\_\_\_

Primary Contractor License Number: \_\_\_\_\_

Primary Contractor or Authorized User Signature: \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me the \_\_\_\_\_ day of \_\_\_\_\_, by the above referenced individual, \_\_\_\_\_, who acknowledge that he/she is the primary contractor or authorized signer of above listed property and who acknowledged that he/she is authorized to execute this document. He/she is either personally know to me, or produced \_\_\_\_\_ as valid identification.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public Signature

Name: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_