



CHANGE OF BUILDING PERMIT RECORD FORM

1. TYPE OF REQUEST (Check all that apply)

- ☐ Change of Property Owner (complete Sections 2 and 3) ☐ Change of Contractor (complete Sections 2, 4, 4a, and 6)
- ☐ Change of Permit Holder (complete Sections 2 and 5) ☐ Change to Owner-Builder (complete Sections 2, 6, and 7)
- ☐ Change of Licensed Design Professional (complete Sections 2, 4, and 4b) ☐ Change of Agent or Designer (complete Sections 2 and 8)

2. EXISTING PROJECT INFORMATION

Project Address: _____ Permit Number: _____
Assessor's Parcel Number (APN): _____

3. NEW PROPERTY OWNER

Name: _____ Phone: _____
Email: _____ Mailing Address: _____
City/State/Zip: _____

Declaration: I certify I have legal or equitable interest in the property and assume full responsibility for the project including previous work and any fees due.

Signature: _____ Date: _____

4. CHANGE OF CONTRACTOR/LICENSED DESIGN PROFESSIONAL

Select who is requesting the change (check one): ☐ Property Owner ☐ Authorized Agent ☐ Permit Holder
Effective Date: _____

☐ New Contractor (complete Section 4a) ☐ New Licensed Design Professional (complete Section 4b)

Name: _____ Signature: _____ Date: _____

4a. NEW CONTRACTOR

Name: _____ Phone: _____
Email: _____ Address/City/State/Zip: _____
Contractor License Number: _____ License Class: _____

Declaration: I certify I am licensed under CA B&P Code and my license is active.

Print Name: _____ Date: _____ Signature or Authorized Agent: _____

Contractor Fee Responsibility Declaration

- ☐ I, as owner of the property, have paid all fees associated with the permit(s), and a reimbursement of paid fees to the previous contractor is not required.
- ☐ The previous contractor has been reimbursed for all paid fees associated with the permit(s).

4b. LICENSED DESIGN PROFESSIONAL

☐ Architect ☐ Engineer

License Number: _____ Name: _____
Phone: _____ Email: _____
Address/City/State/Zip: _____

Declaration: I assume all responsibility for the design documents from the effective date and will submit revisions as required.

Print Name: _____ Date: _____ Signature: _____

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5. NEW PERMIT HOLDER

Name: _____ Phone: _____
Email: _____ Address: _____
City: _____ State: _____ Zip: _____

Declaration: I certify that I am authorized to act as the new permit holder and accept responsibility for coordinating inspections, receiving official notices, and managing the permit as described.

Signature: _____ Date: _____

Owner's Authorization: I, the legal property owner, hereby authorize the individual named above as the new permit holder. I understand that this person/entity will be responsible for scheduling inspections, receiving notices, managing the permit, and may cancel the approval if needed.

Owner's Name (Print): _____ Owner's Signature: _____ Date: _____

6. WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000...

☐ a. I have and will maintain a certificate of consent to self-insure.

☐ b. I have and will maintain workers' compensation insurance.

Insurance Carrier: _____ Policy No.: _____ Exp. Date: _____

Name of Agent: _____ Phone No.: _____

☐ c. I certify that I shall not employ anyone in a way that requires workers' comp. If I do, I will comply promptly.

7. CHANGE TO OWNER-BUILDER

Effective Date: _____

☐ a. I, as owner, or my wage-earning employees, will perform all or some of the work.

☐ b. I am contracting only with licensed contractors.

☐ c. I am exempt from licensure under the Contractors' State License Law for this reason: _____

Declaration: I understand that, except for my personal residence (which I must have lived in for at least one year prior to completion), I cannot legally sell a structure I built as an owner-builder unless it was entirely constructed by licensed contractors.

Print Name: _____ Date: _____

Owner Signature or Authorized Agent: _____ Date: _____

8. NEW AGENT/DESIGNER INFORMATION

☐ Agent ☐ Designer ☐ Both

Name: _____ Phone: _____

Email: _____ Company Name (if any): _____

Relationship to Owner: _____

Address/City/State/Zip: _____

Declaration: I certify that I am authorized by the property owner to act on their behalf in matters related to this permit.

Signature: _____ Date: _____

Owner's Signature (Authorizing Agent): _____ Date: _____