



**Building Permit Transfer/Withdrawal Form**

I am the permit holder of the following permit:

Building Permit #: \_\_\_\_\_

Job Address: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

I am (select one option below):

☐ The legal property owner

☐ A California State Licensed Contractor

☐ An agent authorized to act on behalf of the Owner or Contractor (must present the original copy of authorization letter to Community Development Department staff)

Please choose (one options below):

Initial \_\_\_\_\_ I would like to withdraw and inactivate this permit and I do not wish to transfer ownership of the plans and supporting documents associated with the permit.

Inactivation shall begin (Date) \_\_\_\_\_

OR

Initial \_\_\_\_\_ I would like to withdraw as the permit holder of this permit as of (Date) \_\_\_\_\_ and I authorize the Community Development Department to transfer ownership of this permit and all associated plans and supporting documents to the following:

1. The legal property owner: \_\_\_\_\_

OR

2. A CA state licensed contractor: \_\_\_\_\_ Lic#: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that by withdrawing this permit, as indicated above, I will not be able to perform any further work associated with the permit and that I will be required to apply for a new permit, provide new plans and supporting documents and pay new fees for any future work performed at this address.

Permit holder name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone and/or email: \_\_\_\_\_