



BUILDING PERMIT TRANSFER/WITHDRAWAL FORM

Permit address or parcel: _____

Building Permit or Permit application number: _____

Project Description: _____

I am the permit holder of the above permit and 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)

☐ I would like to withdraw and inactivate this permit, and I do not wish to transfer ownership of the plans, and all supporting documents associated with the permit. Inactivation shall begin (date) _____

OR

☐ 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: _____
Owner's Name: _____
Phone # Email: _____
Owner's Address: _____

2. A California licensed contractor: _____
Contractor's Name: _____
CSLB #: _____
Email: _____
Reason for Transfer: _____

Permit Holder Name: _____

Permit Holder Signature: _____

Date: _____