

**COMMUNITY DEVELOPMENT DEPARTMENT**

455 North Rexford Drive

Beverly Hills, CA 90210

Tel. (310) 285-1000

cdpermits@beverlyhills.org**REQUEST FOR CHANGE OF ARCHITECT – PRIVATE PROPERTY PERMITS**

To change the architect on a permitted activity, complete the information below and submit this form to the Community Development Department (in-person appointment required). An administrative fee will be applied per permit to facilitate the change of architect. Fees can be paid in the office by appointment with the Permit Center. To schedule an appointment, call (310) 285-1000.

Ownership/Title of the property located at _____ is legally held by (i.e. Joe and Mary Smith, the Smith Family Trust, Mary Smith etc.): _____

I/We as owner(s) request the following change of architect of record.

Previous Architect**New Architect****Business Name:****License Type:****License Number:****Address:****Phone Number:****Agent Name:****Email Address:**

The new architect, _____, shall be named as the architect of record and must provide a new stamped set of architectural plans for the following:

<u>Permit #:</u>	<u>Permit Type</u>	<u>Expiration Date</u>	<u>Approved</u>	<u>Denied</u>
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐

- 1.) Right-of-Way Use permits require a new permit application and cannot be transferred.
- 2.) Expired permits require the submittal of a **Request For Extension** form

I hereby affirm one of the following declarations:

- ☐ I, as owner of the property, have paid all fees associated to the permit(s) and a reimbursement of paid fees to the previous architect is not required.
- ☐ The previous architect has been reimbursed for all paid fees associated to the permit(s).
- ☐ I understand the new architect is required to provide a newly stamped set of architectural plans.

Print Name**Signature of Applicant or Agent****Date**