

**COMMUNITY DEVELOPMENT DEPARTMENT**

455 North Rexford Drive
Beverly Hills, CA 90210
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cdpermits@beverlyhills.org

Change of Ownership Checklist

Private Property Permits

To change the owner on a permitted job site, complete the checklist below and bring this form along with the associated documentation to the City's Permit Center (appointment required). An administrative fee will be applied to each permit activity to facilitate the change of owner. Fees can be paid in the office with an appointment.

Property Address: _____ Effective Date: _____

Previous Owner**New Owner**

Legal Owner Name: _____

Address: _____

Phone Number: _____

Agent Name: _____

Email Address: _____

Required Documentation Checklist:

- ☐ **1. Notarized release letter from previous owner:**
Letter must release all interest of all City-approved permits, plans, and documents. Letter must also state that the new owner of record will continue to work with the registered design professionals.
- ☐ **2. Copy of Deed**
- ☐ **3. Letter from Registered Design Professionals (Architect, Engineer) & Contractor of Record**
Letter(s) must state that the registered design professionals and contractor will continue to work with the new owner of record
- ☐ **4. Construction Bond Processing**
New owner must apply for new Construction Bond (if bonds are required)
Previous owner/depositor must apply for a Bond Refund (if bonds on file)
- ☐ **5. New Plan Review & Permit Application**
- ☐ **6. Pre-Construction Meeting** *only required for large projects if the contractor of record is also changing

The owner record will be updated for the following activities:**CITY USE:**

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

Bond deposits cannot be transferred. New bonds and associated bond processing fees will be required.

Print Name

New Owner Signature

Date