



**City of San Juan Capistrano**  
Development Services Department  
32400 Paseo Adelanto  
San Juan Capistrano, CA 92675  
[building@sanjuancapistrano.org](mailto:building@sanjuancapistrano.org)  
[www.sanjuancapistrano.org/building](http://www.sanjuancapistrano.org/building)

# CHANGE OF BUILDING PERMIT RECORD

A “**Change of Building Permit Record**” form is required when there is a change of the property owner, contractor, permit holder, or the licensed design professional (architect/engineer) of record for a building permit.

A change of record may occur prior to or after issuance of a permit and shall be documented in order to assure continuity of responsibility for the construction project.

## CHANGE OF RECORD PRIOR TO ISSUANCE OF A PERMIT

- The information for the project's property owner, contractor and permit holder is collected prior to the issuance of a permit. Any changes to the record prior to permit issuance require the original building permit application to be revised and submitted to the Building Division at [building@sanjuancapistrano.org](mailto:building@sanjuancapistrano.org).
- When a change of licensed design professional (duly licensed CA architect or engineer) of record is desired prior to issuance of a permit, the new architect or engineer of record shall submit **one** of the following:
  1. Submit new plans, calculations, geotechnical reports and other documents replacing the existing design documents, stamped and signed by the new design professional(s) of record.

**or**

2. Add the following note on the cover sheet of plans:

***“Change of Design Professional Declaration:***

*I have reviewed all construction plans, calculations, reports, and other work performed by the previous architect or engineer that have stamped and signed these plans and concur with the design statements, conclusions and recommendations specified therein. In addition, I will perform structural observations as defined in Chapter 17 of the California Building Code if specified in the plans.”*

## CHANGE OF RECORD AFTER ISSUANCE OF A PERMIT

1. Complete and submit a “Change of Building Permit Record” form. Email completed form to [building@sanjuancapistrano.org](mailto:building@sanjuancapistrano.org).
2. If project includes a construction change (revision), in addition to a Change of Building Permit Record form, please complete and submit a “Revision/Deferred Submittal” Form and refer to instructions on the form for revision submittal requirements.



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# CHANGE OF BUILDING PERMIT RECORD

Complete the appropriate section below when there is a change of record **AFTER** issuance of a Building Permit.

### 1. TYPE OF REQUEST *(Select all that apply):*

- Change of Owner (complete sections 2 and 3)
- Change of Contractor (complete sections 2, 4, 6, and 8)
- Change of Applicant (complete sections 2 and 7)
- Change to Owner/Builder (complete sections 2, 8, and 9)
- Change of Licensed Design Professional (complete sections 2, 4, and 5)
- Change of Licensed Design Professional to Owner/Builder (complete sections 2, 3, 4, & 9)
- For Complete Project Design
- For Specific Revisions as described: \_\_\_\_\_

### 2. ON-GOING PROPOSED PROJECT

Permit #: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### 3. PROPERTY OWNER

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Declaration:** By submitting this change of record I certify that I have a legal or equitable interest in the property where the construction project is proposed. I assume full responsibility for satisfactory completion of all work authorized under the permit, including work performed prior to assuming ownership, and agree to assume full responsibility for payment of any monies owed or due to the City of San Juan Capistrano for this project.

Property Owner:

\_\_\_\_\_  
(PRINT NAME) (SIGNATURE) (DATE)

### 4. CHANGE OF CURRENT CONTRACTOR / CA LICENSED DESIGN PROFESSIONAL / DESIGNER OF RECORD

Completed By *(check one)*:

- Property Owner
- Authorized Agent of Property Owner
- Engineer of Record
- Contractor
- Architect of Record

**Effective Date:** \_\_\_\_\_, the current CA Licensed Design Professional *(listed in item 5)* and/or Contractor or Designer of Record *(listed in item 6)* shall be the new contractor and/or CA Licensed Design Professional or Designer of Record (may not be required to be State licensed) per Business and Professions Code Sect. 5537 & 6737.

\_\_\_\_\_  
(PRINT NAME) (SIGNATURE) (DATE)

**5. NEW CA LICENSED DESIGN PROFESSIONAL**

CA LICENSE #: \_\_\_\_\_

(if required, check all that apply):

- ☐ Architect  
☐ Engineer  
☐ Designer  
☐ License Not Required, per B & P code.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**New Design Professional Declaration:** "I assume all of the responsibilities and obligations related to that portion of the documents the original architect or engineer of record prepared and will submit alternate plans/reports for any revisions to documents prepared by the previous architect or engineer of record subsequent to the date of hire. In addition, I will perform structural observations as defined in Chapter 17 of the California Building Code if specified in the plans."

New CA Licensed Design Professional/Designer of Record:

\_\_\_\_\_  
(PRINT NAME)\_\_\_\_\_  
(SIGNATURE)\_\_\_\_\_  
(DATE)**6. NEW CONTRACTOR INFORMATION**

CSLB License #: \_\_\_\_\_

License Class: \_\_\_\_\_

Expiration: \_\_\_\_\_

CSLB Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Licensed Contractor's Declaration:** I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor or Authorized Agent:

\_\_\_\_\_  
(PRINT NAME)\_\_\_\_\_  
(SIGNATURE)\_\_\_\_\_  
(DATE)

**7. NEW APPLICANT:** This is the property owner, person, contractor, or other entity that is granted authority to be responsible for scheduling inspections, receiving notices of failed inspections, or applying for plan or permit extensions, etc. and who has been authorized to act on the behalf of the property owner or contractor.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Permit Holder Signature: \_\_\_\_\_

**8. WORKER'S COMPENSATION DECLARATION:** *I hereby affirm under penalty of perjury one of the following declarations:*

**WARNING:** FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

- ☐ A. I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ☐ B. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

**Insurance Carrier:** \_\_\_\_\_

**Policy #:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_

**Name of Agent:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

- ☐ C. I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions

**A separate Owner/Builder Verification form must also be signed by the owner.**

**9. CHANGE TO OWNER / BUILDER:**

**Effective Date:** \_\_\_\_\_

**Owner-Builder Declaration:** *I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s). (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's State License Law (Chapter 9 commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).*

- ☐ A. I, as owner of the property, or my employees with wages as their sole compensation, will do ☐ all of or ☐ portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale).
- ☐ B. I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law).
- ☐ C. I am exempt from licensure under the Contractors' State License Law for the following reason:

*By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following web site: [www.leginfo.ca.gov/](http://www.leginfo.ca.gov/)*

**Owner or Authorized Agent:**

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)