



COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive

Beverly Hills, CA 90210

Tel. (310) 285-1000

cdpermits@beverlyhills.org

Request for Change of Contractor

Private Property Permits

To change the contractor on a permitted activity, complete the information below and submit this form to the Community Development Department (in-person appointment required). **The new contractor of record must also sign and submit a new permit application.** The Change of Contractor fee will be applied per permit to facilitate the change of contractor. 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 contractor of record.

Previous Contractor

New Contractor

Business Name:

License Type:

License Number:

Address:

Phone Number:

Agent Name:

Email Address:

The new contractor shall be named as the contractor of record on 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 contractor is not required.
- ☐ The previous contractor has been reimbursed for all paid fees associated to the permit(s).

Signature

Print Name

Date