

LOS ALTOS HILLS



CALIFORNIA

Los Altos Hills

Building Permit Transfer/Withdrawal Form

Building Permit#: _____

Project Address: _____

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 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 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
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Owner's Address _____

2. A California licensed contractor:

Contractor's Name	CLSB#	Email
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Reason for transfer/withdrawal: _____

I acknowledge that by withdrawing this permit, as indicated above, I will not be able to perform any further work associated with the permit and that I will be required to apply for a new permit, provide new plans and supporting documents and pay new fees for any future work performed at this address.

Permit holder Signature	Print Name	Date
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CLSB#	Email	Phone #
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