



Community Development Department  
 455 N. Rexford Drive, 1<sup>st</sup> Floor  
 Beverly Hills, CA 90210  
 Phone: (310) 285-1141  
 buildingandsafetyinfo@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. The owner must fill out and submit a new permit application. There is a fee of \$52.20 per permit to facilitate the change of architect. Fees can be paid online at <https://cs.beverlyhills.org> or in the office by appointment with a Development Service Technician. To schedule an appointment, call (310) 285-1141.

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.

	<u>Previous Architect</u>	<u>New Architect</u>
<b>Business Name:</b>	_____	_____
<b>License Type:</b>	_____	_____
<b>License Number:</b>	_____	_____
<b>Address:</b>	_____	_____
	_____	_____
<b>Phone Number:</b>	_____	_____
<b>Agent Name:</b>	_____	_____
<b>Email Address:</b>	_____	_____

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>	<u>Note:</u>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	1.) Right-of-Way Use permits require a new permit application and cannot be transferred. 2.) Expired permits require the submittal of a <b>Request For Extension</b> form
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	

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.

\_\_\_\_\_  
**Signature** **Print Name** **Date**