



**COMMUNITY DEVELOPMENT DEPARTMENT**

455 North Rexford Drive  
Beverly Hills, CA 90210  
Tel. (310) 285-1141  
[cdpermits@beverlyhills.org](mailto:cdpermits@beverlyhills.org)

# Change of Ownership Checklist

## Private Property Permits

To change the owner on a permitted jobsite, complete the checklist below and email this form along with the associated documentation to the City's Permit Team via [cdpermits@beverlyhills.org](mailto:cdpermits@beverlyhills.org). An administrative fee will be applied to each permit activity to facilitate the change of owner. Fees can be paid online at <https://cs.beverlyhills.org>, or 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>
_____	_____	_____	<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"/>

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
New Owner Signature

\_\_\_\_\_  
Date