COMMUNITY DEVELOPMENT DEPARTMENT
455 North Rexford Drive
Beverly Hills, CA 90210
Tel. (310) 285-1141
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. **The new contractor of record must fill out 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 online at https://cs.beverlyhills.org or in the office by appointment with a Development Services 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 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:

Permit #	Permit Type	Expiration Date	Approved	Denied
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐

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**