



REQUEST FOR CHANGE OF ENGINEER – PRIVATE PROPERTY PERMITS

To change the engineer 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. The Change of Engineer fee will be applied per permit to facilitate the change of engineer. 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.

Previous Engineer

New Engineer

Business Name: _____
License Type: _____
License Number: _____
Address: _____
Phone Number: _____
Agent Name: _____
Email Address: _____

The new engineer, _____, shall be named as the engineer of record and must provide a new stamped set of engineering drawings for the following:

Table with 5 columns: Permit #, Permit Type, Expiration Date, Approved, Denied. Multiple rows for data entry.

- 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 engineer is not required.
The previous engineer has been reimbursed for all paid fees associated to the permit(s).
I understand the new engineer is required to provide a newly stamped set of drawings.

Print Name Signature of Applicant or Agent Date