



Community Development Department
 455 N. Rexford Drive, 1st Floor
 Beverly Hills, CA 90210
 Phone: (310) 285-1141
 buildingandsafetyinfo@beverlyhills.org

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. There is a fee of \$52.20 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 engineer of record.

	<u>Previous Engineer</u>	<u>New Engineer</u>
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:

<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 Request For Extension 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 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.

Signature **Print Name** **Date**