



COMMUNITY DEVELOPMENT DEPARTMENT
 455 North Rexford Drive
 Beverly Hills, CA 90210
 Tel. (310) 285-1141
 Fax. (310) 273-0972
cdpermits@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. The **Change of Architect** fee will be applied 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>
Business Name:	_____	_____
License Type:	_____	_____
License Number:	_____	_____
Address:	_____	_____
	_____	_____
Phone Number:	_____	_____
Agent Name:	_____	_____
Email Address:	_____	_____

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>
_____	_____	_____	<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"/>

- 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 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.

_____	_____	_____
Print Name	Signature of Applicant or Agent	Date