



CHANGE OF PERMITTEE

Permittee: The party to which the permit has been issued (either a licensed contractor or the legal homeowner)

Background: Once a permit is issued and the homeowner/contractor comes to the counter to report a change of contractor, a change of contractor to owner-builder, or change of owner-builder to contractor, we must complete the required steps to successfully process the transaction.

Who can request a change in permittee?

- Homeowner can report a change in permittee
- Contractor (either old or new) can report a change in permittee with all of the required documents

OLD HOMEOWNER TO NEW HOMEOWNER

The owner of the property has changed. The old homeowner pulled the original permit(s) as owner builder. However, they have recently sold the property and would now like the open permit(s) transferred to the new homeowner. We will require a letter from the old owner explaining that they are no longer the current property owner and that they will not be requesting a refund for the previously paid inspection fees. In that case, we will only charge issuance fees for each new permit. However, if the old owner requests a refund for any plan check/inspection fees, the new owner will be subject to pay the full issuance and inspection fees for the new permit(s). Transfer of Permit Fee \$465.24 (per fee schedule).

OWNER-BUILDER TO CONTRACTOR

The homeowner originally pulled the permit(s) as “owner-builder,” but would now like the permit(s) issued to the contractor under their contractor’s license. The new contractor (license holder or agent) comes to the counter and provides a SIGNED letter from the owner stating that they authorize the transfer of permits to the new contractor. A revision will be initiated and a new permit will be issued (by cloning a child permit under the main permit). Transfer of Permit Fee \$465.24 (per fee schedule).

OLD CONTRACTOR TO NEW CONTRACTOR

The homeowner comes to the counter to report that they would like to change the contractor on their project. The permits were issued under the OLD contractor’s license and will now need to be issued with the NEW contractor’s license on the permit. We will need four items:

- 1.) Signed letter from home owner explaining the change in contractor;
- 2.) Signed letter from the OLD contractor explaining that they have been reimbursed by the owner for any fees paid and will not hold the city responsible for any refund of fees; and,
- 3.) Signed letter from the NEW contractor declaring that they will be taking over the project.
- 4.) Signed letter from the designer/engineer confirming that they authorize the use of their stamped plans.

CONTRACTOR TO OWNER-BUILDER

The homeowner comes to the counter to report that they would like to change the permit to “owner-builder” rather than under a contractor. If the contractor originally paid for the fees, we will need the following items:

- 1.) Signed letter from home owner explaining the change in contractor;
- 2.) Signed letter from the OLD contractor explaining that they have been reimbursed by the owner for any fees paid and will not hold the city responsible for any refund of fees.

If NO inspections have been completed, we will issue a new permit number, refund 80% of the original permit’s refundable fees to the contractor and create new permit numbers. If one or more inspections were completed there will be no refund and we will initiate an admin revision and new permit will be issued (by cloning a child permit under the main permit) as an “owner-builder”. Transfer of Permit Fee \$465.24 (per fee schedule).

Refunds

The Building Official may authorize the refunding of not more than eighty percent (80%) of the paid application or permit fee when this request is received before any plan review, construction, or inspection taken place.

Refunds shall only be issued within 180 days from the date of original fee payment.