



REQUEST FOR CHANGE OF CONTRACTOR / PERMIT HOLDER

Contractor of Record for Permit Number: _____ authorizes the transfer of this permit. Contractual disputes, including any fees owed between parties, are private matters and are not adjudicated by the City of Sausalito.

Project Location or Address: _____

Current Contractor of Record (Print): _____

Current Contractor CSLB License Number: _____

Authorized Agent Transferring Permit (Print): _____

X _____ **Date:** _____

Signature of Contractor of Record authorizing permit transfer

Note: Authorizing signature must be verifiable through the California State License Board (CSLB) personnel listing. Contractor of Record may also be "Owner-Builder" (If Owner-Builder, Provide a copy of the Title Deed or Grant Deed and Property Owner's Package).

New Contractor of Record (Print): _____

New Contractor CSLB License Number: _____

New Contractor Business License Number: _____

Business Address: _____

Phone: _____ Email: _____

X _____ **Date:** _____

Signature of New Contractor accepting responsibility for permit

Owner's Name (Print): _____

X _____ **Date:** _____

Owner's signature authorizes this change of contractor.

Design Professional Authorization (if applicable)

If the approved plans were prepared by a licensed architect or engineer, those plans may be subject to copyright or contractual restrictions between the design professional and the property owner. Processing this request does not grant any rights to reproduce or use the plans beyond those already held by the property owner.

☐ Not applicable – plans not prepared by licensed design professional

Owner acknowledgement:

X _____ **Date:** _____

Owner acknowledges responsibility for obtaining and using the approved plans in accordance with any agreements with the design professional.

City Use Only

Approved By: _____

Date: _____

Contractual disputes, including any fees owed between parties, are private matters and are not adjudicated by the City. Processing this request does not constitute a determination regarding ownership of the permit or any contractual dispute between parties.