



PERMIT TRANSFER LETTER

Planning and Building Department
250 Frank H. Ogawa Plaza
2nd Floor, Suite 2114
Oakland, CA 94612

I, _____ hereby transfer all of my interest and rights in
PRINT NAME

Permit # _____, at _____
(ADDRESS OF PERMIT)

Oakland, CA to the following:

NAME: _____
LICENSE #: _____
ADDRESS: _____
PHONE #: _____

This transfer shall include all fees and approved plans.

Signed* _____ Date _____
(SIGNATURE OF ORIGINAL PERMITEE)

Witnessed by* _____ Date _____

Notary Stamp:

*NOTE

Building Permit Center staff must witness the signature of the original permittee or this form must be notarized by a Notary Public. In accordance with the Master Fee Schedule, the fee for the permit transfer is \$156.06*. This Form must be submitted to the Building Permit Center, 250 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612.

*includes 9.5% Records Management Fee and 5.25% Technology Enhancement Fee