



Build Inside the Triangle™

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

Community & Economic
Development

MAIN 209.831.6400
FAX 209.831.6439
www.cityoftracy.org

Building Permit Transfer/Withdrawal Form

I am the permit holder of the following permit:

Building Permit #: _____

Job Address: _____

Scope of Work: _____

I am (select one option below):

- The legal property owner
- A California State Licensed Contractor
- An agent authorized to act on behalf of the Owner or Contractor (must present the original copy of authorization letter to the Building Division Staff)

Please choose (one option below):

_____(Initial) I would like to withdraw and inactivate this permit and I do not wish to transfer ownership of the plans and supporting documents associated with the permit. Inactivation shall begin (insert date)_____.

OR

_____(Initial) I would like to withdraw as the permit holder of this permit as of (insert date) _____ and I authorize the Building Division to transfer ownership of this permit and all associated plans and supporting documents to the following:

1. The legal property owner (insert name): _____

OR

2. A C.A. state licensed contractor: _____ License # _____

Reason: _____

I acknowledge that by withdrawing this permit, as indicated above, I will not be able to perform any further work associated with the permit and that I will be required to apply for a new permit, provide new plans and supporting documents and pay new fees for any future work performed at this address.

Permit Holder Name (print): _____ Signature: _____

Date: _____ Telephone # and Email: _____