



PERMIT TRANSFER LETTER

Planning and Building Department
250 Frank H. Ogawa Plaza ,2nd Fl., Ste 2114
Oakland, CA 94612
bbpermit@oaklandca.gov
510-238-3891

Building Permit Center staff must witness the signature of the original permittee or this letter must be notarized by a Notary Public. In accordance with the Master Fee Schedule, the fee for the permit transfer is \$168.68 (14.75 % Records Management and Technology Enhancement Fee). This Form must be submitted to the Building Permit Center, 250 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612.

I, _____ hereby transfer all 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 _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____ (insert name and title of the officer), personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)