CHANGE OF BUILDING PERMIT RECORD

Humboldt County Building Department
Building Inspection Division
3015 H Street Eureka, CA 95501-4484
Phone (707) 445-7245

Complete the appropriate section below when there is a change of record **after** issuance of a building permit.

An Agency Review Fee is required (this line to be filled by staff): Receipt #: _____ Date: _____

1. **TYPE OF REQUEST** (select all that apply):
   - ☐ Change of Owner (complete Sections 2 & 3)
   - ☐ Change of Contractor (complete Sections 2, 4, 6, & 8)
   - ☐ Change of Permit Holder (complete Sections 2 & 7)
   - ☐ Change to Owner-Builder (complete Sections 2, 8, & 9)
   - ☐ Change Licensed Design Professional (complete Sections 2, 4, & 5)

2. **EXISTING PROJECT**:

Address: _____ Permit #: _____

City, St, Zip: _____ APN: _____

3. **NEW PROPERTY OWNER**:

Name: _____

Address: _____ Telephone: _____

City, St, Zip: _____ Email: _____

Declaration: By submitting this change of record I certify that I have a legal or equitable interest in the property where the construction project is proposed. I assume full responsibility for satisfactory completion of all work authorized under the permit, including work performed prior to assuming ownership, and agree to assume full responsibility for payment of any fees owed or due to the County of Humboldt for this project.

Signature: _____ Date: _____

4. **CHANGE OF CONTRACTOR/LICENSED DESIGN PROFESSIONAL**:

Must be completed by (check one):
- ☐ Property Owner
- ☐ Authorized Agent of Owner
- ☐ Permit Holder

Effective Date: _____, ☐ the Licensed Design Professional (listed in item 5) and/or ☐ Contractor (listed in item 6) shall be the new contractor and/or licensed design professional.

Name: _____ Signature: _____

5. **LICENSED DESIGN PROFESSIONAL** (check one): ☐ Architect ☐ Engineer

Name: _____ License #: _____

Address: _____ Telephone: _____

City, St, Zip: _____ Email: _____

Declaration: I assume all the responsibilities and obligations related to that portion of the documents the original architect or engineer of record prepared and will submit alternate plans/reports for any revisions to documents prepared by the previous architect or engineer of record subsequent to the date of hire.

Signature: _____ Date: _____

6. **CONTRACTOR**:

Name: _____

Address: _____ Telephone: _____

City, St, Zip: _____ Email: _____

State License #: _____ License Class: _____

Declaration: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date: _____

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7. **NEW PERMIT HOLDER**: This is the property owner, person, or entity that is granted authority by the property owner to be responsible for scheduling inspections, receiving notices of failed inspections, permit expirations, or revocation hearings, and who has the right to cancel the approval (in addition to the property owner).

Name: _____

Address: _____ Telephone: _____

City, St, Zip: _____ Email: _____

8. **WORKERS' COMPENSATION DECLARATION**:

Warning: Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars ($100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees.

I hereby affirm under penalty of perjury one of the following declarations:

☐ **a**. I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ **b**. I have and will maintain workers' compensation insurance, as required by 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Insurance Carrier: _____ Policy #: _____ Exp. Date: _____

Agent Name: _____ Telephone: _____

☐ **c**. I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

9. **CHANGE TO OWNER-BUILDER**:

A separate Owner-Builder Verification must also be signed by the owner.

Effective Date: _____

Owner-Builder Declaration: I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) checkmarked below. (Section 7031.5, Business and Professions Code: Each city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that they are licensed under the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that they are exempt from licensure and identify the basis for the alleged exemption.)

☐ **a**. I, as owner of the property, or my employees with wages as their sole compensation, will do ☐ all of or ☐ portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner who builds or improves a structure on their property, provided that the improvements are not intended or offered for sale and the work is performed personally by the property owner or by paid employees).

☐ **b**. I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner who builds or improves a structure on their property and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law).

☐ **c**. I am exempt from licensure under the Contractors' State License Law for the following reason:

_____

By my signature below, I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted, or at the website: **https://leginfo.legislature.ca.gov**

Print Name: _____ Date: _____

Owner's or Authorized Agent's Signature: _____