



# CITY OF DANA POINT

**COMMUNITY DEVELOPMENT  
BUILDING AND SAFETY**  
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**A016 – CHANGE CON**

**2022 CALIFORNIA CODES**  
CODE CYCLE

PERMIT NUMBER

SUBMITTAL DATE

## APPLICATION FOR CHANGE OF CONTRACTOR

Job Address: \_\_\_\_\_ Permit No. \_\_\_\_\_

Project Type: \_\_\_\_\_ Parent No. \_\_\_\_\_

Owner/Agent's Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Existing Contractor: \_\_\_\_\_ License No. \_\_\_\_\_

New Contractor: \_\_\_\_\_ License No. \_\_\_\_\_

Reason for change: \_\_\_\_\_

The following information outlines the processes and requirements of the City of Dana Point, for the change of contractor. This includes, but is not limited to, contractor termination, contractor disassociation, agent, or change of ownership and/or owner/builder status.

Required supporting documentation includes the following:

- A letter of termination from the owner, *or*
- A letter of release from the original contractor of record,

The original permit may be re-issued to the new contractor or in cases where the project has been abandoned or disputed, the original permit may be cancelled and re-issued under a new permit number. This option is at the discretion of the Building Official. This new permit is issued as a sub-permit of the cancelled permit. The cancelled permit will remain part of the project record. A new Job Card is issued with the new permit number. The inspection record signoffs shall be brought forward to the new record.

For projects without current and/or proper inspections or where work is performed without inspections, the inspections shall be brought to current status. This may include a "special investigation" to determine the current status of the project.

All fees must be paid current, including any additional review, issuance, special inspection or any other outstanding fee. The Valuation of the project shall be verified and any additional work valuation and fees will be assessed.

Lost or damaged plans, calculations, reports, or other documents may be obtained from the Building and Safety Division upon written request.

New Contractor \_\_\_\_\_ Date \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_