



# Change of Contractor, Owner or Designer

Development Services Department  
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When requesting a change of owner, contractor or designer during the application process or after the permit has been issued, this form will aid in conforming with the record keeping policies of the City of Hayward Building Division.

## Timing of Change

This section is designed to indicate the stage of the project:

Is the project in the application/plan review stage? ..... Yes  No

Has the permit has been issued for this project? ..... Yes  No

Provide application/permit number: \_\_\_\_\_ Address: \_\_\_\_\_

## Responsible Party Change

Indicate which responsible party is changing. If more than one, please indicate each.

Ownership Change? ..... Yes  No

Use the section below to verify and complete the following related to an ownership change:

- ✓ The new owner has a legal or equitable interest in the property where the proposed project is to be located.
- ✓ The new owner has the consent of the original owner of record to be named as the responsible owner of record on all pertinent construction documents.
- ✓ The date of transfer of ownership.
- ✓ The name and address of the new owner of record as recorded with the County Recorder and listed with the Tax Assessor:

\_\_\_\_\_ **Print Owner Name**

\_\_\_\_\_ **Address**

- ✓ If a permit was previously issued and work commenced, the new owner agrees to assume full responsibility for satisfactory completion of all work authorized under the permit, including work performed prior to assuming ownership.
- ✓ The new owner agrees to assume full responsibility for payment of any monies owed or due to the City of Hayward for this project.
- ✓ The new owner shall complete a new permit application indicating the change of owner of record to be filed with the original application in the permanent records of the Building Services Division.
- ✓ All plans and other documents shall be revised by the party responsible for their preparation to indicate the change of ownership.

Contractor Change? ..... Yes  No

Use the section below to verify and complete the following related to a change of contractor:

- ✓ The original Contractor of record is no longer the project contractor.

\_\_\_\_\_ **Original Contractor Name**

\_\_\_\_\_ **California Contractor License Number**

- ✓ Name and California Contractor License number of the new Contractor:

\_\_\_\_\_ **New Contractor Name**

\_\_\_\_\_ **California Contractor License Number**

- ✓ The date the new contractor of record contracted with the owner to begin work on this project: \_\_\_\_\_
- ✓ The new contractor of record assumes full responsibility for all work to be authorized by this permit including all work performed by the original contractor.
- ✓ The date the contract with the initial contractor to perform the work authorized by the permit was terminated: \_\_\_\_\_
- ✓ The applicant or permit holder shall complete a new permit application, using the same previously issued permit number, indicating the change of contractor to be filed in the permanent records of the Building Division.

**Architect/Engineer Change?**..... **Yes**  **No**

Use the section below to indicate a change of Architect or Engineer.

- ✓ The new architect or engineer of record has reviewed all plans, documents, test and inspection reports, and other work performed by the previous architect or engineer and concurs with the statements, conclusions and recommendations therein.
- ✓ The new architect or engineer of record assumes all the responsibilities and obligations related to that portion of the documents the original architect or engineer of record prepared and was obligated to prepare by the laws of the State of California and has obtained a release from the original architect or engineer.
- ✓ The new architect and/or engineer of record assumes all responsibility for any revisions to documents prepared by the previous architect and/or engineer of record after the date of hire; **Yes**  **No**  If yes, in accordance with the Architect’s and/or Engineers Practice Act, the new designer shall obtain written authorization from the previous designer to use their drawings. This letter shall be provided to the City for verification.
- ✓ OR, the new architect and/or engineer of record will submit alternate plans, reports, and other work replacing the existing design documents. **Yes**  **No**
- ✓ The applicant or permit holder shall complete a new permit application, using the same previously issued permit number, indicating the change of Architect or Engineer to be filed in the permanent records of the Building Division.

**The undersigned hereby holds the City of Hayward harmless for any loss or liability occurring because of a change of responsible party related to the permitted work as requested herein.**

\_\_\_\_\_  
**Contractor Signature**  
(when contractor initiated)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner/Representative Signature**  
Required for all changes.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Engineer/Architect Signature**

\_\_\_\_\_  
**Date**

\*If initiated at this level and there is more than one designer, provide one form for each design professional.