Pikes Peak REGIONAL Building Department

Permit Transfer Request

The form must be completed in its entirety by all required parties; otherwise, the Building Department will not process it.

Permit No.: _____ ☐ **Residential** ☐ **Commercial**

RBD USE ONLY
RBD Initials:
Approved:_____
Denied: _____

I am *(select one below)*:

☐ A licensed/registered contractor with the Building Department:
Contractor ID: _____

☐ The record owner(s) of the affected property

☐ An agent authorized to act on behalf of the owner(s) of record or licensed / registered contractor (agent must present to the Building Department an original or certified, fully signed copy of the authorization / limited power of attorney (with sufficient notary blocks))

Property address:
(for Permit stated above)
Street Address: _____ Apt./Unit: _____
City: _____ State: _____ Zip Code: _____

Owner(s) of record: _____ Phone: (Primary) _____
_____ Phone: (Secondary) _____
Street Address: _____ Apt./Unit: _____
City: _____ State: _____ Zip Code: _____
E-mail: _____

Applicant: _____ Phone: (Primary) _____
Company Name: _____ Phone: (Secondary) _____
Street Address: _____ Apt./Unit: _____
City: _____ State: _____ Zip Code: _____
E-mail: _____

I authorize the transfer of this Permit No. _____

From (Applicant): _____ ☐ Record owner ☐ Contractor
Company Name: _____

To (Transferee): _____ ☐ Record owner[i] ☐ Contractor
Company Name: _____

Reason for transfer of permit: _____
_____
_____

By signing below, I acknowledge, by transferring the permit as indicated above, that I will not perform any further work associated with the permit, and that I will be required to apply for a new permit and pay new fees for any future construction consulting work or construction work, which requires license(s)/registration(s) and resulting permit(s) and inspections, performed at the Property address. **I further understand and acknowledge that making a materially false statement or representation may be punishable under the criminal laws of the State of Colorado as perjury in the second degree pursuant to Colorado Revised Statutes § 18-8-503, as amended.**

_____	_____	_____
Applicant - Print Name	Signature	Date

By signing below, I acknowledge, by accepting the transfer of the permit as indicated above, that: (1) it is the responsibility of the permit holder to request and complete all required inspections in a timely manner as determined by the Building Official; (2) all work is subject to compliance with the applicable codes, including, but not limited to, the provisions of Chapter 3 of Pikes Peak Regional Building Code, and the codes adopted by reference therein; (3) if any new, future, or additional work is not listed in the scope of work within the permit specified above, then a new permit is required and new fees for that work shall be paid to the Building Department before any work outside of the scope of the permit is performed at the Property address. **I further understand and acknowledge that making a materially false statement or representation may be punishable under the criminal laws of the State of Colorado as perjury in the second degree pursuant to Colorado Revised Statutes § 18-8-503.**

Transferee - Print Name	Signature	Date

Owner(s) of Record Consent

I authorize the transfer of this Permit No. _____, as described above, and I consent to the requested transfer of the permit and transfer / assignment of ownership of any and all documents associated with the permit.

Scope of Work: _____

_____

_____

I understand and acknowledge that making a materially false statement or representation may be punishable under the criminal laws of the State of Colorado as perjury in the second degree pursuant to Colorado Revised Statutes § 18-8-503, as amended.

Owner(s) of Record – Print Name	Signature	Date
Owner(s) of Record – Print Name	Signature	Date

[i] Any transfer of permit(s) to record owner(s) must be in compliance with Section RBC201.3 of the Code, as follows, and the Department may require additional documentation:

RBC201.3 LICENSES REQUIRED. Licenses shall be required to perform any work requiring a permit. It shall be a violation of this Code for any person to contract to perform any work without a license.

Exception: Any person who owns and resides in or intends to reside on a property suitable for a one- or two-family dwelling may:

1. Construct or erect on that property without a license one (1) one- or two-family dwelling and any structures accessory thereto intended for the owner's personal use. The owner is limited to the construction or erection of one (1) one- or two-family dwelling and any structures accessory thereto in any twelve (12) month period and the construction or erection of a total of no more than five (5) one- or two-family dwellings and any structures accessory thereto during the person's lifetime.
2. Enlarge, remodel, alter, repair, maintain, improve, convert or demolish without a license any one- or two-family dwelling and structures accessory thereto.

RBC201.4 PROHIBITED WORK.

RBC201.4.1 Owners Not Residing in a Dwelling. Agents or owners of any dwellings who do not reside in the building may not perform any work requiring permits in accordance with this Code unless they are licensed or registered in accordance with this Chapter.