



# PERMIT TRANSFER LETTER

**Planning and Building Department**  
250 Frank H. Ogawa Plaza  
2<sup>nd</sup> Floor, Suite 2114  
Oakland, CA 94612

I, \_\_\_\_\_ hereby transfer all of 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 \_\_\_\_\_

### Notary Stamp:

### \*NOTE

Building Permit Center staff must witness the signature of the original permittee or this form must be notarized by a Notary Public. In accordance with the Master Fee Schedule, the fee for the permit transfer is \$156.06\*. This Form must be submitted to the Building Permit Center, 250 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor, Oakland, CA 94612.

\*includes 9.5% Records Management Fee and 5.25% Technology Enhancement Fee