



Building Permit Withdrawal Form

I am the permit holder of the following permit:

Building Permit #: _____

Address: _____

Scope of Work: _____

I am (select one only):

- The legal property owner
- A California State Licensed Contractor
- An agent authorized to act on behalf of the Owner or Contractor (must present the original copy of authorization letter to City staff)

Please choose from one of the options below:

I would like to withdraw and inactivate this permit and I do not wish to transfer ownership of the documentation associated with permit. Inactivation shall begin _____.

OR

I would like to withdraw as the permit holder of this permit as of _____ and I authorize the City to transfer ownership of this permit and all associated documentation to the following:

1. The legal property owner: _____

OR

2. A CA state licensed contractor: _____; Lic # _____

Reason: _____

I acknowledge that by withdrawing this permit, as indicated above, I will not be able to 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 work performed at this address.

Signature

Date

Telephone and/or email

Please return this form by mail, email, fax or in person to:

Community Development Department/Building Division ~ Workflow

1666 North Main Street
Walnut Creek, CA 94596
P 925/943-5834 F 925/256-3500
Email: workflow@walnut-creek.org