CITY OF DANA POINT
COMMUNITY DEVELOPMENT
BUILDING AND SAFETY
33282 Golden Lantern, Suite 209
Dana Point, CA 92629
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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, and
- A letter of acceptance of all construction performed prior to this change.

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 ____________________________