



CITY OF OAKLAND

250 FRANK H. OGAWA PLAZA ▪ SUITE 2340 ▪ OAKLAND, CALIFORNIA 94612-2031

Planning & Building Department

(510) 238-3891

[bbpermit@oaklandca.gov](mailto:bbpermit@oaklandca.gov)

## PERMIT TRANSFER REQUEST

**Application Submittal:** Register online and submit a Building Worksheet (BW) and upload the approved plans, completed Permit Declaration for the new permittee, and the Permit Transfer Request.

Extension or Reinstatement fee	If more than 2 years	If impact fees need review
\$151.38	\$302.76	\$756.90

Online Portal: <https://aca-prod.accela.com/oakland>

I \_\_\_\_\_ hereby transfer all my interest and rights in

Permit #: \_\_\_\_\_ at \_\_\_\_\_  
**Property Address**

to the following:

Contractor

Property Owner

Name:

License#:

*(if applicable)*

Address:

Email:

Cell Phone:

Signed: \_\_\_\_\_

**Signature of Original Permittee**

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA, COUNTY OF ALAMEDA

\_\_\_\_\_, 20\_\_\_\_ before me, \_\_\_\_\_, Notary Public personally

Name/Notary

appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL:

SIGNATURE \_\_\_\_\_ (SEAL)

Notary Public