



125 East College Street
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CHANGE OF BUILDING PERMIT RECORD

APPLICATION
IB-31

Complete the appropriate section below when there is a change of record AFTER issuance of a Building Permit. See Information Bulletin 20 and Bulletin 30 for more information.

1. Type of Request (Select all that apply):

- Change of Owner (complete sections 2 and 3)
- Change of Contractor (complete sections 2,4,6, and 8)
- Change of Permit Holder (complete sections 2 and 7)
- Change to Owner/Builder (complete sections 2,8, and 9)
- Change of Licensed Design Professional (complete sections 2,4, and 5)

2. Existing Project

Address (including building or Suite No.): _____ Project No.: _____

3. New Property Owner

Name: _____ Phone: _____ Email: _____
 Address: _____ City: _____ State: _____ Zip Code: _____

Declaration: By submitting this change of record I certify that I have a legal or equitable interest in the property where the construction project is proposed. I assume full responsibility for satisfactory completion of all work authorized under the permit, including work performed prior to assuming ownership, and agree to assume full responsibility for payment of any monies owed or due to the City of Covina for this project.

Signature: _____ Date: _____

4. Change of Contractor/Licensed Design Professional

Must be completed by (check one):

- Property Owner
- Authorized Agent of Property Owner
- Permit Holder
- the Licensed Design Professional (listed in item 5) and/or Contractor (listed in item 6) shall be the new contractor and/or Licensed Design Professional.

Effective date: _____

Name: _____ Signature: _____

5. Licensed Design Professional (if required, check one):

- Architect
 - Engineer
- License No.: _____

Name: _____ Phone: _____ Email: _____
 Address: _____ City: _____ State: _____ Zip Code: _____

Declaration: I assume all of the responsibilities and obligations related to that portion of the documents the original architect or engineer of record prepared and will submit alternate plans/reports for any revisions to documents prepared by the previous architect or engineer of record subsequent to the date of hire.

Print Name: _____ Date: _____

Licensed Design Professional Signature: _____

6. New Contractor Information

Name: _____ Phone: _____ Email: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 License No.: _____ License Class: _____

Licensed Contractor's Declaration: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Print Name: _____ Date: _____

Contractor Signature or authorized agent: _____

7. New Permit Holder: This is the property owner, person, or entity that is granted authority by the property owner to be responsible for scheduling inspections, receiving notices of failed inspections, permit expirations or revocation hearings, and who has the right to cancel the approval (in addition to the property owner). CMC Section 14.

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

8. Workers' Compensation Declaration: *I hereby affirm under penalty of perjury one of the following declarations:*

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

A. I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

B. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Insurance Carrier: _____ Policy No: _____ Expiration Date: _____

Name of Agent: _____ Phone: _____

C. I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provision

9. Change to Owner-Builder: *Effective Date:* _____

A separate Owner-Builder Verification form must also be signed by the owner.

Owner-Builder Declaration: *I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s). (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's State License Law (Chapter 9 commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).*

A. I, as owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale).

B. I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law).

C. I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following web site:

www.leginfo.legislature.ca.gov/

Print Name: _____ Date: _____

Owner Signature or Authorized Agent: _____

Signature: _____ Email: _____