

This is an official request to transfer responsibility for completing construction and calling in for the required inspections as previously approved under a Building Permit.

Transferring a permit does not relieve the builder or owner from their responsibility that all work be completed in accordance with the National Building Code of Canada and the approved drawings for the project.

A transfer must be requested before the new permit holder assumes responsibility for the work done. As an example: if a builder takes a project to the vapour barrier stage the transfer must occur prior to the new permit holder continuing on with construction beyond the vapour barrier stage. The date of transfer will be based on the date of request. Both parties (current permit holder and new permit holder) must sign this request. It is the current permit holder's responsibility to ensure this transfer occurs at the appropriate time.

Date of request: _____

Construction address: _____

Building Permit: _____

Description of project on permit issued: _____

Current permit holder: _____

Inspection stages noted on existing permit: _____

New permit holder requested: _____

Inspection stages new permit holder will be responsible for: _____

The new permit holder agrees that all current and future reports and/or orders will now be directed to them. The new permit holder will be responsible to deal with the previous permit holder on issues that they feel the previous permit holder is responsible for.

Both parties agree to this transfer as signed below.

For Current permit holder: _____
(Name as signed)

For New permit holder: _____
(Name as signed)

Signature: _____

Signature: _____

Date Received: _____

Received by: _____