



BULLETIN #139: CHANGE OF PERMIT APPLICANT

PURPOSE

This information bulletin outlines the procedures for changing the permit applicant. A change of permit applicant may occur before permit issuance and shall be documented to ensure continuity of responsibility for the project coordination.

BACKGROUND

A permit applicant is the property owner or person/entity that is granted authority by the property owner to be responsible for submitting plans, receiving notices of failed plan reviews, permit expirations, scheduling inspections, and who has the right to cancel the permit application.

1. CHANGE OF PERMIT APPLICANT

1.1 To request changes to the permit applicant information, please complete and submit this form for processing.

1.2 The new permit applicant must create an account on the online permit portal using the same information provided in the form below. Once the transfer is complete, the new applicant will be able to access the permit through the portal.

To create an account, please visit: <https://riversideca.gov/cedd/building-safety/online-permits/public-permit-portal>

2. FEES

2.1 A fee of \$66 shall be paid to process a change of building permit record.

Change of Permit Applicant (In POSSE)			
Permit Number			
New Permit Applicant information			
Name		Phone number	
Address			
Email address			
Owner Declaration: I, the property owner, hereby authorize the above-named individual or entity to act as the Permit Applicant for this project and to assume all associated responsibilities.			
Property owner signature		Date	