



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2007-05

Supersedes: DD 2000-80

Effective: Immediately

Initiator: Tom Ewers TE

Manager:

Director: Joy Rich JR

PURPOSE: To clarify requirements and procedures for changing the contractor or owner of record for a building permit.

REFERENCE: ARS Section 32-1151

POLICY/PROCEDURE: Sometimes it is necessary to change the name of an owner or contractor for a pending or issued building permit. The procedure for making this change is to submit a revised permit application and supplemental information form that includes the new information along with the following:

A. Changing Owner

1. Original or certified copy of new recorded deed with the new owner's name.
2. New disclaimer forms signed by new owners.
3. Written authorization from the prior owner giving new owner total rights and ownership of plans and any previously paid permit or plan review fees.
4. Copy of court order demanding transfer of ownership, if applicable, in case of prior owner's death or financial institution's repossession of property.
5. Written authorization from the registered professional, where plans have been sealed, giving the new owner total rights and ownership of the plans.

B. Changing Contractor

1. Written authorization from the prior contractor giving the current owner or new contractor total rights and ownership of the permit and plans and any previously paid permit or plan review fees.
2. Other written documentation may be accepted by a manager.

Any revised applications or supplemental information forms that do not include this additional information will not be accepted.