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## Change of Ownership for Residential Building Permits

Please sign this document with a certified digital signature or print and sign. Email the completed document to [help@kitsap1.com](mailto:help@kitsap1.com).

### Ownership Information

The following questions will assist you in determining if other documents will be required with your application.

Are you the current owner of the property?

Yes

No

**Note:** Please also [complete and return an Authorization Form](#) if you are handling this process on behalf of a property owner.

### New Owner Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### New Owner Acknowledgement

I, the "New Owner" am accepting responsibility for the completion of the permit including all outstanding fees, conditions, and inspections.

New Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Building Permit Information

Building Permit Number Being Transferred: \_\_\_\_\_

Parcel Number for the Property/Project: \_\_\_\_\_

Will you be continuing with the existing Contractor of Record listed for the permit?

Yes

No

Please provide the name of the Contractor you will be listing as the new Contractor of Record:

\_\_\_\_\_

Please provide the above listed Contractor's [Business License Number](#): \_\_\_\_\_

## Online Portal Access

Kitsap County Community Development permits are 100% online and will require portal access to complete the permit process.

Before proceeding with this form, [visit the Online Permit Center](#) and follow the prompts to sign up and verify your account.

List the email address associated with the verified Online Permit Center Account:

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Do you have other contacts that you would like to be added as a permit portal contact to complete tasks in the portal such as uploading documents, checking status, requesting inspections, etc.?

Yes

No

Please provide additional email addresses of contacts you would like to give portal access:

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## Seller Statement & Acknowledgement

I, the “Seller” am releasing permit plans to a “New Owner” and acknowledge that the permit and all fees paid are transferred to the “New Owner”.

Seller Name (First and Last): \_\_\_\_\_

Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For additional assistance with this request contact Community Development at 360.337.5777 or by email at [help@kitsap1.com](mailto:help@kitsap1.com).