

# Transfer Application Request

Planning and Building Department  
Building Division  
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DATE: \_\_\_\_\_

## REQUESTOR INFORMATION

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

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

Phone number: \_\_\_\_\_

## Re: TRANSFERRING AN EPLANS APPLICATION TO A NEW APPLICANT

Please be advised that I/we wish to transfer the following ePlans application to a new applicant:

Application number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Old applicant email address: \_\_\_\_\_

New applicant email address: \_\_\_\_\_

New applicant name: \_\_\_\_\_

New applicant address: \_\_\_\_\_

New applicant city: \_\_\_\_\_ New applicant postal code: \_\_\_\_\_

New applicant phone number: \_\_\_\_\_

Reason for change:

I, the requestor:

- Understand the new applicant must have their own ePlans account (using new applicant email address above)
- Understand that all changes are subject to the Permit Administrators approval
- Understand that there can be only one applicant per project
- Understand that the new applicant will be responsible for *all* future task completion in ePlans
- Understand that I may be required to provide [written consent](#) from the designer(s)

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Property Owner's signature

\_\_\_\_\_  
Requestor's Name

\_\_\_\_\_  
Property Owner's Name & Company Name