

Pikes Peak REGIONAL Building Department

PLAN TRANSFER REQUEST

The document is to be used to transfer a plan already under review to a different responsible party other than the person who originally submitted it. It must be filled out completely and signed by both parties.

PROJECT INFO

E-Plan # (if applicable) _____

Plan Track # _____

Property Address _____

TRANSFERER

I, _____, hereby agree to transfer the plan submittal on the above-mentioned project to (Transferee Name) _____.

Printed Name: _____ Date: _____

Signature: _____

TRANSFEEE

I, _____, hereby accept the transfer of the plan submittal on the above-mentioned project from (Transferer Name) _____.

Printed Name: _____ Date: _____

Signature: _____

CONTACT INFO

Name: _____

Phone: _____

Email: _____

PPRBD Username: _____ (For electronic Submittals Only)