



Municipality of Anchorage



Policy AG.16

Transfer and Refund Policy for Change of Contractor

When a new general or sub-contractor is selected to perform work on a permit, the following policy shall apply:

1. New contractor must pay full permit fees, unless the attached Contractor Transfer Form is properly executed and provided to Building Safety.
2. The original contractor is entitled to an 80% refund of their permit fees. If this refund is given, the fees may not be transferred to a new contractor.

The following documentation is required:

General contractor or owner's authorization for the new contractor to take over.

If the fees are to be transferred to a new contractor, the Contractor Transfer Form must be executed and provided to Building Safety.

All new contractors must be appropriately licensed.

Ron Thompson, Building Official
DATE: April 17, 2006
(Ref: 02-08)



Municipality of Anchorage



Contractor Transfer Form

I, _____, of _____
(authorized name) (company)

agree to relinquish Permit # _____ to _____
(new company).

I understand I will not receive a refund of the fees paid for the original permit.

By: _____ Date: _____
Signature of Existing Permit Holder

Subscribed and sworn before me this _____ day of _____, 20_____

NOTARY PUBLIC in and for Alaska

My Commission Expires: _____

By: _____ Date: _____
Signature of New Permit Holder