

MUNICIPALITY OF ANCHORAGE
DEVELOPMENT SERVICES DEPARTMENT
BUILDING SAFETY DIVISION
Formal Transfer of Responsibilities at Time of C.C.O.

Permit ____ - _____

This form as defined below transfers the responsibility for completion of the described work from one party to a second party. The second party, upon acceptance of this transfer by signing the subject document and by its being recorded with the identified permit accepts responsibility for completing the following work in accordance with the appropriate code(s) and within the following construction season and not to exceed 18 months.

I/We, the undersigned , _____ acting as owner(s) or buyer(s) of the subject property described herein as _____, located at _____ Subdivision, Lot _____, Block _____, Parcel _____, Tract _____, accept the transfer of responsibility for completing the following area(s) of work, as itemized below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

(Further itemizations & descriptions may be provided on additional pages bearing same permit number)

New Owner Information:

Name: _____
Address: _____

POC#: _____
Fax #: _____

Once formal transfer is completed, new CCO to be sent to new owner to advise responsibility.

I/We further recognize and acknowledge that completion of these items may be required before a full Certificate of Occupancy will be issued.

SIGNATURES PAGE

STATE OF ALASKA)
) ss:
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me

this _____ day of _____, 20,

Notary Public State of Alaska
My commission expires: _____

by _____

Buyer/Owner Signature

STATE OF ALASKA)
) ss:
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me

this _____ day of _____, 20,

Notary Public State of Alaska
My commission expires: _____

by _____

Co-buyer/Co-owner Signature

Transfer of this work is accepted by the builder/contractor, with the understanding that remaining items requiring completion shall be completed by the owner in accordance with the permit and code requirements, prior to obtaining a Certificate of Occupancy

STATE OF ALASKA)
) ss:
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me

this _____ day of _____, 20,

Notary Public State of Alaska
My commission expires: _____

by _____

Builder/Contractor Signature

STATE OF ALASKA)
) ss:
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me

this _____ day of _____, 20,

Notary Public State of Alaska
My commission expires: _____

by _____

Building Safety Division Representative