

Change of Records Request

Change Owner/Contractor or Correct an Address



NOTE: Request must be submitted in person to the Records department at 7447 E. Indian School Rd. and will only be processed if received from an authorized contact, is complete, and verified as accurate and necessary. Change of Owner requests will NOT be processed after Certificate of Occupancy has been issued. Fees may apply, refer to the fee schedule at www.scottsdaleaz.gov. Search keyword "fees".

Project Name: _____

Building Address: _____

Apply to (check all that apply): Case #: _____ Plan #: _____ Permit #: _____

Description of Change Requested:

Change Owner (authorized requestor: current owner on record, title company; NOT by new owner)

Note: Current Title information identifying the new owner MUST be attached to verify ownership.

Owner on Record: _____

New Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Fax: _____

Change of Participant - CAN ONLY BE REQUESTED BY CURRENT OWNER ON RECORD. The permit will be placed on hold until OWNER submits new information or owner/builder form is provided.

Change: Applicant Architect Engineer Developer Contractor

Contact: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ **ROC No.:** _____

Phone: _____ Fax: _____ **Scottsdale Business License:** _____

Correction to Project Address (authorized requestor: owner, applicant) - *Clerical corrections only; see Records to legally change a property address.*

Correct Address: _____

Requested By:

Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Fax: _____

Relationship to Project: _____

Reason for change: _____

Signature: _____ **Date:** _____

Planning & Development Services Department

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov