

TOWN OF WELLESLEY



MASSACHUSETTS

**Building Department**

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992  
781-431-1019 ext. 2220 Fax 781-283-5724

**PERMIT CANCELLATION/TRANSFER REQUEST FORM**

**Permit No.** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Original Applicant's Name:** \_\_\_\_\_

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I am requesting the following action to the permit listed above:

**Cancel Permit**

Reason for Cancellation \_\_\_\_\_

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**Transfer Permit to different contractor (Viewpoint Cloud Account Required)**

Transfer Permit to [Name]: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

Address (Address on CS License): \_\_\_\_\_

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

Email: \_\_\_\_\_

**Additional Documents Required to Transfer:**

- Copy of Contractor's Construction Supervisor License
- Copy of Contractor's Certificate of Insurance (if transfer is to a different company)

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DATE: \_\_\_\_\_

HOMEOWNER SIGNATURE: \_\_\_\_\_

CONTRACTOR SIGNATURE: \_\_\_\_\_

Required for Transfer of Permit - New Contractor's signature indicates the contractor accepts the scope of work listed on the permit