



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: _____

Permit Applicant's Name: _____

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

Cancel Permit

Reason for Cancellation _____

Transfer Permit to different contractor (Viewpoint Cloud Account Required)

Transfer Permit to [Name]: _____

Contractor License #: _____

Additional Documents Required to Transfer:

- Copy of new individual Massachusetts State issued license
- Copy of Contractor's Certificate of Insurance (if transfer is to a different company)

NEW CONTRACTOR INFO (For Permit Transfers):

New Contractor [Name] _____

Address _____

Phone: _____

Email: _____

HOMEOWNER SIGNATURE: _____

NEW CONTRACTOR SIGNATURE: _____

Required for transfer of permit - Contractors signature indicates the contractor accepts the scope of work on the permit

DATE: _____