



Takeover Permitting Process

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Building Official

Effective: April 15, 2022

Purpose:

This policy addresses the process and procedure for the Takeover Permitting Process. The goal of a takeover permit is to transfer responsibility for a construction permit. For example:

1. The owner takes over permit responsibility from a contractor
2. The owner takes over permit responsibility from a previous owner
3. The contractor takes over permit responsibility from an owner
4. The contractor takes over permit responsibility from a different contractor

Overview:

Construction permits of various scopes are issued to owners and contractors. Before issuance, a Responsible Party (e.g., Permit Holder) is designated. Throughout construction, the Permit Holder may change. As a result, the Responsible Party of the issued permit(s) must be revised. It shall be the owner's, or contractor's responsibility, to notify the Building Official of a change to the Responsible Party of each effected permit.

Process:

The owner or contractor submits a written request to the Building Official, or designee, of their intent to be re-assigned as the Responsible Party on a permit. After review and acceptance of the request, the permit status shall be set to "Withdrawn" in the County's permitting system, and the written request will be attached to the permit case. In accordance with the Virginia Uniform Statewide Building, Section 110.8 Revocation of a Permit, the Building Official has the discretion to revoke a permit in lieu of accepting the request to withdraw the permit.

A new permit shall be issued to the new Responsible Party upon completion of a permit application. The owner shall complete a [Statement of Exemption](#), or the new contractor shall supply their Virginia State Contractor's License and current Prince William County Business License for validation. The new permit holder shall pay all applicable fees related to the permit.

Attachments

- [Statement of Exemption](#)