



## PERMIT TRANSFER AGREEMENT

E-Mail to: [CCCL@dep.state.fl.us](mailto:CCCL@dep.state.fl.us)

Or Mail to: Coastal Construction Control Line Program  
Division of Water Resource Management  
Department of Environmental Protection  
2600 Blair Stone Road Mail Station 3522  
Tallahassee, Florida 32399-2400

Permit  
Number: \_\_\_\_\_

Permittee  
Name: \_\_\_\_\_

A permit transfer cannot occur until the property has been sold and the change of ownership has been recorded. A permit transfer is automatically approved provided the new owner submits all information requested on the transfer agreement form. No construction by the new owner is authorized until the Department approves the permit transfer agreement and the approved permit transfer agreement is posted on the site.

All construction must conform strictly to the requirements of the permit. Should the new owner propose changes in the authorized work, the Department must approve the changes in writing prior to their implementation. Copies of the permit and approved construction plans (if any) should be obtained from the previous owner.

If you have questions about the form, please contact the Department at (850) 245-8336 (ask the operator to connect you with the CCCL staff member responsible for permit transfer agreements in the coastal county in which your project is proposed).

### INSTRUCTIONS:

1. Submit two completed copies of the Permit Transfer Agreement form and sufficient evidence of the new ownership of the property upon which the proposed construction or other activity is to occur, as described in paragraph 62B-33.008(3)(c), Florida Administrative Code, to the Department at the address above.
2. An agent may apply for the permit transfer and to act in other matters pertaining to the permit on behalf of the property owner by completing the Certificate of Owner's Authorization for Transfer located on the reverse side of this agreement.
3. Any person signing this application in the capacity of corporate officer, partner, public official, or any other similarly designated representative should include the title of their position and the name of the organized body that they represent in the space provided (below) for the printed or typed name of the applicant.

The undersigned hereby certifies that all provisions of a permit for construction or other activities pursuant to Sections 161.052 or 161.053, Florida Statutes, and Chapter 62B-33, Florida Administrative Code, the number of which is identified above, have been read and understood; and hereby agrees to perform the authorized work in strict accordance with the approved plans and project description, and with all conditions of the permit, and to begin or resume the authorized work only after receiving, signing, and posting on the site (along with the permit) a copy of this agreement transferring the permit.

\_\_\_\_\_  
Signature of New Property Owner or New Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name of New Property Owner (also include title of officer and name of corporation or other business entity, if applicable)

\_\_\_\_\_  
Typed or Printed Name of New Agent, if applicable (also include title of officer and name of corporation or other business entity, if applicable)

\_\_\_\_\_  
Street Address or Post Office Box

\_\_\_\_\_  
Street Address or Post Office Box

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Telephone Number of Property Owner (include area code)

\_\_\_\_\_  
Telephone Number of Agent (include area code)

### For Department Use Only:

\_\_\_\_\_  
Signature of Department Official Approving the Transfer

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# CERTIFICATE OF OWNER'S AUTHORIZATION FOR TRANSFER

**Coastal Construction Control Line Program**  
**Division of Water Resource Management**  
**Mail to: Department of Environmental Protection**  
**2600 Blair Stone Road, Mail Station 3522**  
**Tallahassee, Florida 32399-2400**

Permit Number: \_\_\_\_\_

Permittee Name: \_\_\_\_\_

Permit Agent: \_\_\_\_\_

If the applicant is not the owner of record, the applicant shall complete this certificate by which the owner authorizes the applicant to act as the owner's agent for the purpose of applying for a permit transfer and to act on behalf of the owner in other matters pertaining to the permit.

I hereby authorize the above named permit agent to make application for a permit transfer on the above-named property (permit) and to act in my behalf in other matters pertaining to the permit.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Property Owner

\_\_\_\_\_  
Title of officer and name of corporation or other business entity (if applicable)