

June 24, 2024

Sam Green
123 N. 1st St.
Springfield, IL 62702

NOTE: If requesting that the owner listed on a building permit be changed, you must provide: (1) A request letter from the owner to whom the original permit was issued, and (2) a deed or other evidence that the property was sold, including the names of the old and new owners.

City of Chicago Department of Buildings:

On January 5, 2024, I received building permit 101234567 for work at 100 E. 100th St., Chicago. I have since sold the property at 100 E. 100th Street to Drew Taylor.

I am requesting that building permit 101234567 be transferred to the new owner of the property, so that Drew Taylor can be responsible for completion of work under that permit.

Sincerely,

Sam Green

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