



CCAP Transfer of Ownership

Submit when your business is sold to another party. This includes any changes to underlying ownership by other corporations or LLCs.

If only the name is changing, use the Change in Trade Name form. If only the ownership structure is changing, use the Change to Ownership Structure form.

Complete pertinent information requested below. Request should be submitted 60 days in advance.

Also provide a written statement of changes being made.

Existing CCAP(s) # _____

Date of Transfer: _____

OWNER CHANGES / ADDITIONS

Check box to the far right if live scans have been submitted

1 Name: _____ % Ownership: _____

Address: _____

Email: _____ Phone: _____

2 Name: _____ % Ownership: _____

Address: _____

Email: _____ Phone: _____

3 Name: _____ % Ownership: _____

Address: _____

Email: _____ Phone: _____

Add additional pages if needed

MANAGEMENT CHANGES / ADDITIONS

Check box to the far right if live scans have been submitted

1 Name: _____ Position: _____

Address: _____

Email: _____ Phone: _____

2 Name: _____ Position: _____

Address: _____

Email: _____ Phone: _____

3 Name: _____ Position: _____

Address: _____

Email: _____ Phone: _____

Add additional pages if needed

KEY EMPLOYEE CHANGES / ADDITIONS

Check box to the far right if live scans have been submitted

1 Name: _____ Position: _____
 Address: _____
 Email: _____ Phone: _____

2 Name: _____ Position: _____
 Address: _____
 Email: _____ Phone: _____

3 Name: _____ Position: _____
 Address: _____
 Email: _____ Phone: _____

Add additional pages if needed

INVENTORY MANAGEMENT CHANGES / ADDITIONS

Check box to the far right if live scans have been submitted

1 Name: _____ Position: _____
 Address: _____
 Email: _____ Phone: _____

2 Name: _____ Position: _____
 Address: _____
 Email: _____ Phone: _____

3 Name: _____ Position: _____
 Address: _____
 Email: _____ Phone: _____

Add additional pages if needed

DOCUMENTATION – Provide Copies of the Following

Documentation of sale or transfer to the new owner. (Corporations, LLCs, and partnerships provide an executed resolution; individual owners provide a letter.)

Written certification from new owner that:

1. **All operations shall continue** as described in current Description of Operations and Security Plan, and
2. **Full responsibility is taken for complying with existing permit.**

New owner consent form from page 2 of the CCAP application

Document New Owner Information:

- Sole Proprietorships: Provide Fictitious Business Name Statement (if business name differs from owner)
- Corporations: Provide Articles of Incorporation and Corporate By-Laws
- LLCs: Provide Articles of Organization and Operating Agreement
- Partnerships: Provide Partnership Agreement

State of CA Certificate of Status if name has also changed

City of Arcata Business License if name has also changed

LIVE SCANS – See Attached

Required for all new business owners, members of management, key employees, and inventory managers. A live scan form is attached. Please copy the form as many times as needed, and obtain Live Scan service at the Arcata Police Department or any authorized location. Return a copy, with proof of payment, with this Transfer of Ownership Request.

Date Submitted _____

Accepted by _____

Approval Date _____

Action Taken _____
