



CCAP Change to Ownership or Management Structure

Submit when your business ownership or management structure changes. This includes:

- Owner resignations
- Addition or removal of owners, management, key employees and inventory managers
- All changes to ownership and / or underlying ownership by other corporations or LLCs

If only the name is changing, you will need a different form – the Change in Trade Name 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 Change: _____

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 if appropriate. (Corporations, LLCs, and partnerships provide an executed resolution; individual owners provide a letter.)

New Owner: 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 _____
