



## Recreation Residence Permit Transfer Process and New Cabin Owner Guide

1. Cabin Owner/Realtor initiates sale
2. Realtor requests copy of current permit and annual fee amount.
3. USDA Forest Service conducts compliance inspection and provides it to the realtor: the agency will be looking for any non-compliance items or conditionally approved improvements.
  - The buyers and sellers will identify between themselves who is responsible for remedying non-compliance items.
  - Conditionally approved improvements: improvements that exceed Forest Service and/or the Pacific Northwest Region's standard for recreation residences. Depending on the structure type, the Forest Service may require that all improvements be brought into compliance with these standards prior to permit issuance.
4. The Forest Service will provide the buyers with New Cabin Owner Information for them to review and become familiar with. Including a copy of the operating plan, an overview of the remodel process, and the Pacific Northwest Region's standards for recreation residences.
5. Provide the Forest Service with the following required to transfer permit:
  - FS-2700-3a - signed and dated by both parties with original signatures
  - A bill of sale, deed, or other legal document showing title of the cabin
  - If the new owner would like to have the permit issued to a trust, see the approved trust language document. The Forest Service will need to review the trust and edits will likely need to be made.
6. The Forest Service will generate the bill for the one-time transfer fee.
7. The Forest Service will ensure all non-compliance items have been remedied at the cabin.
8. The Forest Service will ensure transfer fee is paid.
9. The Forest Service will draft the permit and send to the new cabin owners for the review. The new cabin owner will sign and return a copy to the Forest Service.
  - Permits can be issued to one individual or a married couple. Permits cannot be issued to siblings, friends, multiple family members, etc.
10. Once the Forest Service receives the signed permit, the Authorized Officer will review and sign the permit.
11. The new cabin owner receives a copy of the executed permit.