



A Tradition of Stewardship
A Commitment to Service

AGENT AUTHORIZATION

Only the Owner, Contractor or their Authorized Agent may submit plans for permits. To authorize a third party agent, the agent must bring this signed form, or a wet signed letter, which identifies them and the person they are representing, and for what jobs they may obtain permits. The letter must contain all the information requested on this form.

This form must accompany ALL applications that are being filed by an Authorized Agent.

Faxes Are Not Accepted.

As the owner of the property, I understand that the application for any permit (i.e. Building, Plumbing, Mechanical and/or Electrical) must be signed by the Owner of the property, his/her duly Authorized Agent, or licensed Contractor. This procedure also applies to the Contractor's Agents.

I understand that I may designate a third party, such as a tenant or person in my employ, to sign the application for a permit on my behalf. I further understand that the person's only responsibility or function is to acquire a permit on my behalf.

I am aware that the responsibility for the construction and compliance to codes and ordinances is entirely mine and I accept the same.

Therefore, as the owner or contractor of the above listed property,

I do hereby authorize (Please Print) _____

To apply/obtain a building permit for _____

in my name by affixing my name followed by their Signature on the application.

OWNER/CONTRACTOR'S SIGNATURE: _____

OWNER/CONTRACTOR'S ADDRESS: _____

OWNER/CONTRACTOR'S PHONE #: _____

CONTRACTOR'S STATE LICENSE #: _____