

Agent Authorization

Only the owner or authorized agent of the owner may submit an “Application for a Permit to Construct or Demolish” along with all other required plans and approvals to the Building Standards Department. This completed form must accompany the submission to the Building Standards Department as representation of the owner’s approval of an authorization.

As the owner of \_\_\_\_\_  
(Property Address)

- I understand that the application for any permit (i.e. Building, Plumbing, HVAC, and Septic) must be signed by the Owner of the property for his/her Authorized Agent. This procedure also applies to the Contractor’s Agents.
- I understand that I may designate a third party to sign the application for a permit on my behalf. This 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 Applicable Laws are entirely mine and I accept the same.

Therefore, as the owner of the above listed property,

**I do hereby authorize \_\_\_\_\_ to apply/obtain a building permit in my**  
(Please Print)  
**name by affixing my name followed by their signature on the application.**

**Owner name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner’s Address:** \_\_\_\_\_

**Proposed Project Address:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_