



CONTRACTORS AGENT AUTHORIZATION FORM

Community Development Department
Building Division
1600 First St., PO Box 650

FOR OFFICE USE
PERMIT #:

Only the owner, contractor, or agent authorized by the contractor (contractors' agent) may pick up permits. To authorize a third party agent, the agent must bring this form, wet-signed by the contractor, or a wet signed letter from the contractor, 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 in this form. The agent shall be able to present valid identification.

This form must accompany ALL applications that are being filed by an contractor's agent.

FAXES ARE NOT ACCEPTED.

As contractor, 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.

I understand that I may designate a 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.

I do hereby authorize (please print agent name): _____

To obtain a building permit for (address): _____, **in my name by affixing my name followed by their signature on the application.**

Contractor (print name): _____

Contractor Signature: _____

Contractor Address: _____

Contractor City: _____ **State:** _____ **Zip:** _____

Contractor Email: _____ **Phone:** _____

Contractor State License Number: _____