



**DEPARTMENT OF COMMUNITY DEVELOPMENT –  
BUILDING DIVISION  
AUTHORIZED AGENT FORM**

I, \_\_\_\_\_, as legal owner of parcel number/address  
(Property Owner’s Name)

\_\_\_\_\_, do hereby authorize \_\_\_\_\_ to  
(Parcel Number or Address) (Agent/Business Name)

act as my agent in obtaining Building Division permits/plans for the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at the afore mentioned parcel number/address.

I acknowledge that I am solely responsible for:

- Ensuring that all required permits/plans are obtained for the above developmental activity on my property
- The accuracy, progression, and completion of any permits submitted or obtained on my behalf
- Ensuring that permitted developmental activity on my property is performed in accordance with the requirements set by the issued permits

In the event that the designated Agent is no longer authorized to represent the above project at any stage of the permitting process, I acknowledge that it is my responsibility to promptly inform the Building Division in writing.

This authorization will remain in effect until withdrawn in writing, or the permit is completed.

\_\_\_\_\_  
Property Owner’s Signature Date

\_\_\_\_\_  
Phone Number Email Address