



Authorized Owner's Agent Form

The intent of this form is to capture the Owner's approval for an architect, designer or permit runner to apply for a permit to start the plan review process for proposed work on a structure owned and operated by the Owner. A general contractor will still be required to be designated prior to the issuance of the permit and may require further documentation for that process. Documentation that is required to complete this form will be confirmed at the time this form is submitted and includes but is not limited to: Recorded deed to the property, Confirmation of Taxes paid

I, _____, hereby designate _____ with
Name of Owner or Qualifying Agent Name of Authorized Agent
_____ to apply for and/or obtain the _____
Name of Agency Building / Mechanical / Electrical / Plumbing
permits for the project at the following property

Name of Project: _____
Street Address: _____ Apt or Suite # _____ Zip Code: _____

I, the undersigned, being the Owner as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Owner/Agent: _____
Printed Signature

Date: _____

Sworn to and subscribed before me this _____
day of _____, 20_____
Signature of Notary Public _____
My Commission Expires: _____

Received by: _____
Date: _____