



Permit #: \_\_\_\_\_

### Agent for Owner Authorization Form

When the Permit Application will be executed by a person other than the property owner, prior to applying for the permit, the following shall be completed by the property owner and returned to the agency responsible for issuing the permit:

#### Authorization of Agent to Act on the Property Owner's Behalf

Excluding the Notice to Property Owner (Form CDD-220), the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): \_\_\_\_\_

Project Location or Address: \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_

Address of Authorized Agent: \_\_\_\_\_

Phone of Authorized Agent: \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above; that I have personally filled out the above information, and certify its accuracy.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner - Print Full Name: \_\_\_\_\_

Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is applied for to verify the property owner's signature.

When the Owner-Builder Declaration is executed, a Notice to Property Owner (Form CDD-220) also shall be executed by the property owner. The Notice to Property Owner shall be completed and signed by the property owner and returned prior to issuance of the permit. An agent of the owner shall not execute this notice unless the property owner obtains prior approval from the permitting authority. A permit shall not be issued unless the property owner complies with this section.

#### Staff Use Only

1. Owner's Drivers License or Signed Photo ID Verified?  YES  NO, If no continue to step 2
2. Property Owner had this form notarized?  YES  NO, If no agent cannot sign for Owner Builder