



**AGENT OF RECORD LETTER**

**(If the owner is NOT the applicant)**

(If multiple owners, an Authorization Letter from each owner is required)

**---PLEASE PRINT CLEARLY---**

**If an agent is representing the owner(s), they must complete the following:**

I, (we) \_\_\_\_\_  
(name(s) of owner, individuals or company)

being the registered owner(s) of the subject property, hereby authorize

\_\_\_\_\_ (name of agent)

To prepare, submit and obtain a building permit, on my behalf, for the project at:

\_\_\_\_\_ (Property address)

(Please check appropriate box)

Construct    Install    Alter    Renovate

(Describe work below)

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

\_\_\_\_\_  
(print name of owner)

\_\_\_\_\_  
(print name of agent)

\_\_\_\_\_  
(signature of owner)

\_\_\_\_\_  
(signature of agent)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(day)                      (month)                      (year)