



CITY of YORBA LINDA

COMMUNITY DEVELOPMENT | BUILDING

Subject: Agent Authorization for Contractor

This document authorizes the following person to act as an agent for the licensed contractor; authorizing them to apply for, sign, and file the documents necessary to obtain a building permit using the license of the contractor listed below.

Contractor Name:	
Company Name:	
License Number:	
Address:	
City/State/Zip:	
Phone Number:	Email:
To be completed by the licensed contractor	
Name of Authorized Agent:	
Address of Authorized Agent:	
Phone Number of Authorized Agent:	
Email of Authorized Agent:	
I hereby authorize the above-listed person(s) to act on my behalf in obtaining permit(s) from the City of Yorba Linda Building Division; authorizing them to apply, sign and file all necessary documents on behalf of the state licensed contractor listed above. I declare that I have the authority as a qualifying individual of the company listed above to provide this authorization. I personally filled out the above information and certify its accuracy. I declare that I am properly licensed as required by the State of California and assume full responsibility under the law for permit(s) issued to person(s) authorized to act on my behalf. I understand that it is the contractor's responsibility to provide an <u>original</u> of this document with each permit application. If an original is not provided at the time that a permit application is filed, an agent(s) of the contractor identified above may not apply for a permit application. The authorized agent shall provide an "Agent Authorization Letter" on company letterhead that is signed by an individual authorized to act on the company's behalf. Print name of contractor who is authorizing the agent: _____ Signature of contractor who is authorizing the agent: _____	

The term of this authorization shall be: _____, or

Limited to the following project, located at: _____

As a California licensed contractor, you will need the following paperwork in order to pull a permit:

1. Your State Contractor's License, generally the wallet card issued by the Contractors State License Board or other documentation that you are the licensee.
2. Your Workers' Compensation Insurance Certificate. If you have any employees, then you are required by State law to show proof of coverage at the time of permit issuance.
3. You will need a current City of Yorba Linda Business License. This could be paid for at time of permit issuance.

Your company letterhead

Your company information

Date:

To: City of Yorba Linda Building Division

From:

Subject: Contractor agent authorization letter

With this letter I hereby authorize ____ (*Name of Authorized Agent*) ____ to act on my behalf in obtaining permit(s) from the City of Yorba Linda Building Division for the property located at ____ (*Address of Construction Project*) ____.

By my signature, I declare that I have the authority as a qualifying individual of the company listed below to provide this authorization. I declare I am properly licensed as required by the State of California and assume full responsibility under the law for permit(s) issued to the person authorized to act on my behalf.

The wording in this box MUST be included in all contractor agent authorization letters.

Company Name: _____

Contractor's License number: _____

Name: _____

Signature: _____

Title: _____

Date: _____