



Community Development & Regulatory Affairs - Development Services
5440 Fulton Industrial Blvd, South Fulton, GA 30336
email: permits@cityofsouthfultonga.gov 470.809.7200 option 1

AUTHORIZED AGENT AFFIDAVIT

This form is required for an owner or permit applicant to authorize third-party services (i.e., permit expeditors, contractors, architects, engineers) to obtain a permit, request inspections and obtain a Certificate of Occupancy / Certificate of Completion on the owner/ applicant's behalf for the specified project. This designated individual shall be identified as the Authorized Agent for the permit.

All Authorized Agent - Contractors are required to submit a valid copy of their Business License (issued by a municipality in Georgia), valid State License (as applicable) (verifiable by <https://verify.sos.ga.gov/verification/Search.aspx>) and a valid state-issued photo ID with this form.

I, _____, hereby designate:
☐ Property Owner ☐ Licensed Individual ☐ Qualifying Agent (check one)

_____ to apply for and obtain the permit(s) for the project at:

attach a copy of the authorized permit agent's state issued photo identification

Street Address (include unit/ lot number) City State Zip Code

License Number of Individual/ Qualifying Agent / Company:	
Name of Licensed Company (if applicable):	
Licensed Company/ Individual Address:	
Individual/ Qualifying Agent Phone Number & Email Address:	
Property Owner's Name:	
Property Owners Address & Phone Number:	

- ☐ Property owner(s) would like to be added as collaborator on the permit application. My portal profile email is _____
☐ Property owner (s) declines to be added as a collaborator on the permit application.

I, the undersigned, being the property owner/ contractor 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.

Signature of Contractor/ Property Owner

Notary Public Signature

(seal)

State of Georgia, County of _____

Sworn and subscribed before me this _____ day of _____ 20 _____