



City of Banning

Business License Division

Letter of Authorization

To Whom it may concern:

I, _____ ("Property Owner" and/or "Business Property Owner"), am the legal owner and/or authorized representative of the property located at:

Property Address: _____

APN (if applicable): _____

I hereby authorize the following business applicant, tenant, and/or representative to submit and process business license-related applications and documentation for the above-referenced property within the City of Banning:

Tenant/Business Applicant Name: _____

Business Name: _____

Phone Number: _____ Email Address: _____

Signature of Tenant/Business Applicant: _____

Date: _____

This authorization permits the above-listed individual(s) to act on my behalf in matters related to:

- Business license applications and renewals
- Planning and zoning review
- Building and Safety review
- Code Compliance review
- Public Works review
- Inspections and departmental coordination
- Submission of supporting documentation
- Receipt of comments, notices, and correspondence
- Payment of applicable fees
- Scheduling of meetings and inspections

For business license purposes, this letter further confirms that the Property Owner authorizes the operation of the above-listed business at the subject property, including leased or tenant-occupied spaces, where applicable.



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If the business applicant is leasing or renting the property or tenant space, the undersigned Property Owner acknowledges and approves the proposed business activity at the location identified above.

This authorization does not exempt the business applicant, tenant, or property owner from complying with all applicable federal, state, and local laws, regulations, ordinances, permit conditions, zoning requirements, lease agreements, or City requirements.

This authorization shall remain in effect until:

☐ Business license expiration or closure

☐ Revoked in writing by the Property Owner

☐ Other: _____

Property Owner Information:

Owner Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Signature of Property Owner: _____

Printed Name: _____

Date: _____