



Community Development

16000 N. Civic Center Plaza

Surprise, AZ 85374

Ph 623-222-3000

Fax 623-222-3002

TTY 623-222-1002

Self-Certification Program
Hold Harmless – Sample Letter

This letter must be printed on property owner's letterhead

Date

City of Surprise
Community Development
16000 N Civic Center Plaza
Surprise, Arizona 85374

Re: *Project Name*
Project Address
Property Owner Name

Dear Building Official:

In consideration of the issuance of a construction permit under the Self-Certification Program for the project address identified above, I, (*insert owner's name*), hereby agree to protect, defend, indemnify, and hold the City of Surprise, and their officers, representatives, managers, and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction and/or code compliance review for the above referenced project.

The obligation should not be construed to negate, waive or otherwise reduce any other right or obligation of indemnity that may exist in the favor of the City of Surprise.

It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standard of the Surprise Municipal Code, or the permit to be issued pursuant to this letter, I, as the owner shall, at my own expense, remove or modify any and all components that do not conform.

Sincerely,

Property Owner Signature