



AGENT AUTHORIZATION FORM

PURPOSE:

This form must be completed by the property owner when authorizing an agent to act on their behalf. The authorized agent may be responsible for permit applications, fees, resubmittals, and project-related inspections. A separate form is required for each permit for which the property owner wishes to designate an authorized agent.

PROPERTY ADDRESS: _____

PERMIT NUMBER: _____

I hereby authorize the following individual or company to act on my behalf in connection with the permit identified on this form to act as my agent(s):

NAME OF AUTHORIZED AGENT: _____

PHONE: _____ **NOVATO PERMITS USER ID:** _____

I certify that I am the owner of the property identified in this authorization and that I have the authority to designate an agent to act on my behalf for the permit specified herein.

I authorize the individual or company identified above as the Authorized Agent to represent me in matters related to this permit, including permit application submittals, payment of fees, responses to plan review comments, resubmittals, scheduling and coordination of inspections, and other activities necessary to obtain and maintain the permit.

I acknowledge that I have read and understand this form. I certify that all information provided herein is true, correct, and complete to the best of my knowledge.

I understand that this authorization applies only to the permit identified on this form and does not transfer ownership of the property or relieve me of any responsibilities or obligations associated with the permit or the work performed under it.

I reserve the right to revoke this authorization at any time by providing written notice to the permitting authority and the Authorized Agent. Such revocation shall become effective upon receipt and processing by the permitting authority.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PROPERTY OWNER'S NAME (PRINT): _____

PROPERTY OWNER'S SIGNATURE: _____ **DATE:** _____