



**Building and Safety  
Permit Service Center**

When the Permit Application and the Owner-Builder Declaration on the back of the Application have been executed by a person other than the property owner, the Authorization of Agent form shall be completed by the property owner and returned to the Permit Service Center at permit issuance.

# AUTHORIZATION OF AGENT

## To Act on Property Owner's Behalf

**Project Information**

Permit #:

Address:

Description  
of Work:

**Owner Information**

Name:

Phone:

Address:

City/ST/zip:

Email:

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person to act as my agent, to apply for, sign and file the documents necessary to obtain an Owner-Builder Permit for my project:

**Authorized Agent**

Name:

Phone:

Address:

City/ST/zip:

Email:

Note: A copy of the owner's driver's license, state issued identification card, passport, or form notarization is required to be presented when the permit is issued to verify the property owner's signature.

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Owner's Signature

Date

**Building and Safety**

1947 Center St. 3<sup>rd</sup> floor

Berkeley, CA 94704

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