



**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. 3rd floor

Berkeley, CA 94704

510-981-7440 TTY 6903

[buildingandsafety@](mailto:buildingandsafety@berkeleyca.gov)

berkeleyca.gov