City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: 916-264-5011
www.cityofsacramento.gov/cdd

Permit #: _____

Agent for Owner Authorization Form

When the Permit Application will be executed by a person other than the property owner, prior to applying for the permit, the following shall be completed by the property owner and returned to the agency responsible for issuing the permit:

Authorization of Agent to Act on the Property Owner's Behalf

Excluding the Information for Owner-Builder CDD-0220, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): _____

_____

Project Location or Address: _____

Name of Authorized Agent: _____

Address of Authorized Agent: _____

Phone of Authorized Agent: _____

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

Property Owner's Signature: _____ Date: _____

Property Owner - Print Full Name: _____

Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is applied for to verify the property owner's signature.

When the Owner-Builder Declaration is executed, an Information for Owner-Building Form CDD-0220 also shall be executed by the property owner. The Notice to Property Owner shall be completed and signed by the property owner and returned prior to issuance of the permit. An agent of the owner shall not execute this notice unless the property owner obtains prior approval from the permitting authority. A permit shall not be issued unless the property owner complies with this section.

Staff Use Only

1. Owner's Driver's License or Signed Photo ID Verified? ☐ YES ☐ NO *If no, continue to step 2.*
2. Property Owner had this form notarized? ☐ YES ☐ NO If *no, agent <u>cannot</u> sign for Owner Builder.*