



DEVELOPMENT SERVICES DEPARTMENT – BUILDING

LETTER OF AUTHORIZATION

Rev: 1 | Revision Date: 12/21/2022 | Print Date:
I.D. Number:

PURPOSE: This will serve as a certified letter of authorization which attests that an individual has the legal authority to act on behalf of an organization or other business entity to carry out an action.

Requirements: This form must be signed by the owner/agent. If the property is corporately owned, a copy of the Sunbiz.org record that notes the Owner/Agent's name as an authorized signer is required.

*(Companies filed in another state must provide a copy of the Articles of Incorporation documents; must provide evidence that it is an active company with that state).

I, _____ hereby authorize _____
(Owner/Agent) (name of authorized person)

to obtain permits and plans for property address _____.
(Property address)

(Owner/Agent's Signature)

(Owner/Agent's Phone Number)

(Owner/Agent's Email)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me _____ or has provided the following identification _____.

Notary Public's Signature

Date

(Print, Type or Stamp Commissioned
Name of Notary Public)

State of _____

County of _____