

Your company letterhead

Your company information

Date:

To: City of Downey Building Division

From:

Subject: Contractor agent authorization letter

With this letter I hereby authorize ____ (*Name of Authorized Agent*) ____ to act on my behalf in obtaining permit(s) from the City of Downey Building Division for the property located at ____ (*Address of Construction Project*) _____.

By my signature, I declare that I have the authority as a qualifying individual of the company listed below to provide this authorization. I declare I am properly licensed as required by the State of California and assume full responsibility under the law for permit(s) issued to the person authorized to act on my behalf.

The wording in this box MUST be included in all contractor agent authorization letters.

Company Name: _____

Contractor's License number: _____

Name: _____

Signature: _____

Title: _____

Date: _____