



AUTHORIZED AGENT SAMPLE LETTER

YOUR COMPANY LETTERHEAD

City of Milpitas
Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035

Attention: Permit Center

With this letter, I authorize you to recognize (name of authorized agent) as my Agent, and acting in my behalf may sign for permits for construction at (address of construction project) .

By my signature, I recognize and approve the construction of which the plans are submitted, and willfully accept the responsibility as owner/builder of this project.

Signature

Name

Title

Date