



Community Development Department
BUILDING & SAFETY DIVISION

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6620 • www.dublin.ca.gov

AUTHORIZATION OF AGENT

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER’S BEHALF

Excluding the Notice to Property Owner, 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 Number of Authorized Agent: _____

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.

Property Owner’s Signature: _____ Date: _____

Owner Builder Verified: Yes No _____
Staff Initials

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 issued to verify the property owner’s signature.

When the Owner-Builder Declaration required under subdivision (a) is executed, a Notice to Property Owner shall be executed by the property owner in substantially the same form set forth under this section. The Notice to Property Owner shall appear on the official letterhead of the issuer and shall be provided to the applicant by one of the following methods chosen by the permitting authority: regular mail, electronic format, or given directly to the applicant at the time the application for the permit is made. Except as otherwise provided, the Notice to Property Owner pursuant to this section 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 the prior approval of the permitting authority. A permit shall not be issued unless the property owner complies with this section.

* The above requirements and procedures have been imposed by the California Legislature and are not requirements of the City of Dublin.

See Health and Safety Code Section 19825 (b)