



City of El Cajon  
 Building & Fire Safety Division  
 200 Civic Center Way  
 El Cajon, CA 92020  
 Phone: (619) 441-1726

## Authorization to Sign Permit as Agent for Property Owner

Please be advised that the City of El Cajon Building and Fire Safety Division has received a request to sign a Building or Fire permit by a third party as agent for the property owner (a permit can only be issued to a licensed contractor, the property owner, or the owner's authorized agent). In order to sign as agent for the property owner, the owner must give his/her permission by filling out the information below and returning this form with a **notarized signature**. A property management company or corporation may authorize an agent by returning a letter with substantially the same information on company letterhead.

Property Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

I, \_\_\_\_\_ give permission for \_\_\_\_\_ to:  
 (print name) (print name)

- Sign the permit referenced above as agent for the property owner (owner builder permit).
- Do the work on this project as the owner builder (for tenant occupied buildings)

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR NOTARY

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of **San Diego**

On \_\_\_\_\_ before me, \_\_\_\_\_ Notary Public  
Date (Name and Title of Officer, eg., "Jane Doe, Notary Public")

personally appeared \_\_\_\_\_.  
(Name[s] of Signer[s])

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorization capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

\_\_\_\_\_  
*Signature of Notary Public*

*Place Notary Seal Above*