



City of Burbank - COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

AUTHORIZATION TO SIGN PERMITS FOR CONTRACTOR

*THIS IS AN APPLICATION ONLY TO LIST AUTHORIZED SIGNERS FOR BUILDING PERMIT ISSUANCE.
WORK IS NOT AUTHORIZED UNTIL FEES HAVE BEEN PAID AND A BUILDING PERMIT HAS BEEN ISSUED.*

COMPANY NAME

LICENSE

ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

PERSONS AUTHORIZED TO SIGN PERMITS AND THEIR SIGNATURES (PLEASE TYPE OR PRINT CLEARLY):

NAME

SIGNATURE

NAME

SIGNATURE

NAME

SIGNATURE

NAME

SIGNATURE

NAME

SIGNATURE

OFFICER NOTARIZATION

I HEREBY AUTHORIZE THE ABOVE-LISTED PERSON(S) TO ACT ON MY BEHALF IN OBTAINING PERMITS AND/OR A CITY BUSINESS TAX FROM THE BURBANK BUILDING DIVISION AND TO SIGN PERMIT APPLICATIONS ON BEHALF OF THIS STATE LICENSE. I DECLARE I AM PROPERLY REGISTERED AND/OR LICENSED AS REQUIRED BY THE CITY OF BURANK AND THE STATE OF CALIFORNIA, AND I ASSUME FULL RESPONSIBILITY UNDER THE LAW FOR PERMITS ISSUED TO PERSON(S) AUTHORIZED TO ACT ON MY BEHALF.

THE TERM OF THIS AUTHORIZATION SHALL BE:

- LIMITED TO THE FOLLOWING PROJECT: _____
 LIMITED TO THE ONE YEAR FROM DATE OF NOTARIZED SIGNATURE

NOTARIZATION OF THE SIGNATURE IS REQUIRED AND MUST BE INCLUDED WITH THIS AUTHORIZATION

SIGNATURE OF OFFICER:

DATE:

PRINT NAME OF OFFICER:

***** NOTARIZATION *****



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INSTRUCTIONS

A contractor may authorize an agent to operate on behalf of that contractor. Agent authorization will be accepted if:

1. An officer of the construction company completes the Authorization to Represent Contractor Form, including the notarization of the officer's signature. A standard Acknowledgment is provided for your convenience.
 2. The officer must specify the limitations for the authorization. The agent may be authorized for a single project, or the agent may be authorized for one year from date of notarized signature. Once the authorization expires, a new notarized form must be resubmitted to continue the agent's authorization.
 3. The contractor's City business tax registration must be current.
 4. Names may not be added to previously approved forms. To add a new agent, a new form must be submitted.
 5. If an agent is to be removed from the authorization list, it is the responsibility of the contractor to notify the Building Division in writing.
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