



LETTER OF AGENCY FOR PROPERTY OWNERS

VALID UP TO 180 DAYS ONLY

BUILDING SERVICES DIVISION
250 Frank Ogawa Plaza
2nd Fl., Suite 2114
Oakland, Ca 94612
VOICE: (510) 238-3443
FAX: (510) 238-2263

PROPERTY ADDRESS:

By my signature below I authorize _____ to act as my agent / representative in obtaining any permits related to the work described below from the Building Services Division for the above listed property address.

BRIEFLY DESCRIBE WORK TO BE PERFORMED:

As proof of ownership, I have attached either 1) a copy of my property deed, or 2) a current tax bill which identifies me as the owner of said property.

PROPERTY OWNER'S SIGNATURE (MUST BE SIGNED BEFORE City Permit Staff Member)

DATE

PRINT NAME OF PROPERTY OWNER

PROPERTY OWNER'S PHONE NUMBER

IDENTIFICATION OF OWNER - DOCUMENT NUMBER & TYPE

EXPIRATION DATE

Verification type of owner's name for property:

- COUNTY RECORDS
- PERMIT TRACKING SYSTEM
- PROPERTY DEED
- CURRENT TAX BILL
- OTHER ... _____

Staff's Name: _____ Date: _____