



## Land Use Services Department Building & Safety Division

# CONTRACTOR – AUTHORIZED AGENT FORM

Company Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Lic. No: \_\_\_\_\_

The undersigned individual(s) employed by my company are authorized to sign permit(s), from the County of San Bernardino, on my behalf. If this list changes, we will contact your office in writing. **This letter will expire 2 years after the date signed.**

**THE BELOW LISTED EMPLOYEES ARE AUTHORIZED TO SIGN FOR PERMITS UNDER MY CONTRACTOR'S LICENSE NUMBER:**

Print Name(s) of authorized employees:

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\_\_\_\_\_  
Signature of Licensed Contractor  
(To be signed & dated in the presence of a Notary)

\_\_\_\_\_  
Date

*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. \**

\* Acceptable verification documents include a copy of the owner's driver's license or the notarization of this document. Other verification may be determined acceptable to the agency. Verification information is retained until the validation of identity.

*This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.*