



DEVELOPMENT SERVICES DEPARTMENT – BUILDING SERVICES

LETTER OF AUTHORIZATION FOR PROPERTY RECORDS

Rev: 2 | Revision Date: 5/28/2025 | Print Date: 5/28/2025 I.D. Number: LOAPR

PURPOSE:

This will serve as a certified letter of authorization which attests that an individual has the legal authority to act on behalf of an organization or other business entity to carry out an action.

Requirements: This form must be signed by the owner/agent. If the property is corporately owned, a copy of the Sunbiz.org record that notes the Owner/Agent's name as an authorized signer is required. *(Companies filed in another state must provide a copy of the Articles of Incorporation documents; must provide evidence that it is an active company with that state).

I, _____ hereby authorize _____
(Owner/Agent) (Name of Authorized Person)

to documentation pertaining to building permits for property address

(Property Address)

(Owner/Agent's Signature) (Owner/Agent's Phone Number)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 20___, by _____ (Name and title of authorized officer) for _____ (Name of corporation), a _____ (type of corporation).

Notary Public's Signature

Date

(Print, Type or Stamp Commissioned
Name of Notary Public)

State of _____
County of _____