



# AUTHORIZATION TO ADD NEW CONTACT

Rev: 2 | Revision Date: 02/20/2025 | Print Date: 02/20/2025 | I.D. Number: ATANC

### PURPOSE:

This will serve as a certified letter authorizing a new contact to view plans, documents, and receive communications regarding permit # \_\_\_\_\_. New contacts are those added after the original permit submission.

### 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 \_\_\_\_\_ to be  
(Owner/Agent) (Name of authorized person)  
added as a contact to the permit record.

\_\_\_\_\_  
\_\_\_\_\_  
(Property address)

\_\_\_\_\_  
(Owner/Agent's Signature)

State of \_\_\_\_\_

County of \_\_\_\_\_

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 STAMP

\_\_\_\_\_  
Notary Public's Signature

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