LETTER OF AUTHORIZATION

OC PLANNING
A DIVISION OF OC PUBLIC WORKS

ocpCustomerCare@ocpw.ocgov.com | www.ocplanning.net

300 N. Flower Street
Santa Ana, CA 92703
714.667.8888
714.667.7575

In order to protect your interests, it is the policy of this agency to limit the issuance of permits to those parties responsible for said property and to limit communication from staff (including, but not limited to: engineering plan checkers, engineering-geologist plan checkers, planners and zoning plan checkers, and management) to only those parties designated by the owner/financially responsible party as authorized representatives with whom they would like staff to directly communicate.

All permit requests are to be executed by the permittee or an authorized representative of the permittee. Delegation of signature authorization in no way absolves the permittee of the ultimate responsibilities pursuant to the permit.

The person(s) indicated below are authorized to:

☐ Execute (sign); ☐ Communicate with Staff regarding the application(s); ☐ request,

and/or

☐ Take all necessary action on my behalf, pertinent to obtaining permits.

Permits in the name of _____
(Name of Company) and/or (Property Owner)

Location of work: _____

In our/my behalf, the following person(s) are authorized to act, as indicated above:

_____, _____
(Printed Name of Authorized Person) (Title and/or Name of Company)

_____, _____

_____, _____

PERSON GIVING AUTHORIZATION: _____
(Printed Name)

_____
(Signed Name)

Title: _____
(Company Officer and/or (Property Owner)

Authorization Expires: _____
(Date)

Note: You must have your Letter of Authorization notarized using the Certificate of Acknowledgement *attached*. The Certificate of Acknowledgement must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)

County of _____)

On _____ before me, _____, personally appeared _____
(Insert name and title of the officer)

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.
(SEAL)

_____
SIGNATURE OF NOTARY PUBLIC