

CITY OF MILPITAS

Office of Building Safety
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.milpitas.gov



Authorized Agent Sample Letter

Your Company Letterhead

City of Milpitas
Office of Building Safety
455 E. Calaveras Blvd.
Milpitas, Ca. 95035

Attention: Permit Center

With this letter, I authorize you to recognize _____ (Name of Authorized Agent) as my Agent, and acting on my behalf may sign for permits for construction at _____ (Address of Construction Project).

By my signature, I recognize and approve the construction of which the plans are submitted, and willfully accept the responsibility as owner/builder of this project.

Signature: _____

Name: _____

Title: _____

Date: _____