

**CITY OF MILPITAS**

Office of Building Safety  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.milpitas.gov](http://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: \_\_\_\_\_