



Inspections Department

Mark A. Fleet, Building Official
540/665-5650
Fax 540/678-0682

LETTER OF AUTHORIZATION

Date: _____

Subject: Letter of Authorization to obtain permits

Name of Property Owner/Contractor: _____

Address of Property Owner/Contractor: _____

Tax Map # (if applicable): _____

Please be advised that _____ (*Owner/Applicant name or company name*)

authorizes _____ (*individual name of/or company name*) to act

as an agent on my (our) behalf in all matters related to obtaining a _____

(permit type, i.e. building, electric, mechanical, plumbing) (commercial/residential) permit.

I certify that I am the owner of the property or an authorized employee of the business for which the permit is to be issued.

(Signature of Owner/Contractor)

Phone Number: _____

e-mail address: _____

****If you are a contractor giving multiple people/businesses authorization, be sure to include a separate sheet with that information and notate on the "authorizes" line to "see attached".****