



**City of Grass Valley Building Department**

125 East Main Street  
Grass Valley, CA 95945  
(530) 274-4340

[www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)

**Nevada County Building Department**

950 Maidu Avenue  
Nevada City, CA 95959  
(530) 265-1222

[www.mynevadacounty.com](http://www.mynevadacounty.com)

***"Partnering to Improve Consistency & Customer Service"***

**AGENT AUTHORIZATION LETTER**

**IF YOU ARE NOT THE PROPERTY OWNER...**

But, are a representative for the property owner, or the contractor of record, and you are not on the Grant Deed as the legal owner, or a carrier on the contractor's license, you may be required to provide a notarized letter of authorization to the City of Grass Valley for permit issuance (if this is a commercial project, we will accept a copy of the lease signed by you and the owner of record). Please fill out the following form and have this document signed by the appropriate person(s) and return to the Building Department.

**AUTHORIZATION**

I, \_\_\_\_\_ owner(s) or Project Representative of property

located at, \_\_\_\_\_, Assessors Parcel Number

\_\_\_\_\_, do hereby authorize \_\_\_\_\_

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY AND STATE)

\_\_\_\_\_  
(TELEPHONE NUMBER)

To act as my agent/representative in obtaining building permits from the City of Grass Valley Building Department for work which shall be performed at the address above.

**Description of the work to be performed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Property Owner, Contractor,**