

**SAMPLE AUTHORIZATION LETTER**  
**(Authorizing Company/Party Letterhead)**

Date:

Los Angeles County DPW  
Land Development Division  
900 South Fremont Ave, 3rd FL  
Alhambra, CA 91803

**LETTER OF AUTHORIZATION**

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**) permit.

Our Agent is designated and responsible for the following:

Deliver our payment for fees and deposits **ONLY**.

Provide payment of fees and deposits **ONLY**.

Other: \_\_\_\_\_  
\_\_\_\_\_

I(we) further understand and agree that I(we) shall remain responsible for all permit conditions, permit provisions, fees, deposits, additional charges and collections resulting from permit application processing, permit issuance and inspection of work.

**(Signature)**

**(Print)**

**Customer Name:**

**Full Company Address:**

**Email Address:**

**Phone Number:**

**Fax Number:**