

Letter of Authorization to Assign Agent(s)

Please print on company letterhead

I, the undersigned licensed contractor, authorize my employee(s) named below to act on my behalf on the performance of the actions listed below:

Full Name of Authorized Agent(s)	Relationship

Approved Actions

Act on my behalf on the following actions in matters and dealings with the City of Walnut Creek Community Development Department:

- Signing permits
- Obtaining a business license
- Signing plans
- Terminating permits
- Transferring permits
- Other _____

Act on my behalf on any and all matters and dealings with the City of Walnut Creek Community Development Department

For questions concerning this Authorization, please contact the License Holder at phone number (____) _____ or e-mail address _____

I understand that this letter of authorization will expire in **one** year from the date signed.

Signature of Contractors License Holder

Date

Printed Name of Contractors License Holder

License # and Class