

## OWNER LETTER OF AUTHORIZATION

When an application is submitted by someone who is not the registered owner, written authorization from the owner is required to allow the applicant to act on their behalf.

### Property Information

Address to which the permit applies: \_\_\_\_\_

Application/Permit Number (office use): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Roll Number: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Authorization Statement

I/We, the registered owner(s) of the above-noted property, authorize \_\_\_\_\_ to act on my/our behalf for all matters related to this application, including submission of documents, receiving correspondence, and obtaining approvals from the City of Sarnia.

### Type of Application

- Building Permit
- Demolition Permit
- Change of Use
- Sign Permit
- Tent Permit
- Other: \_\_\_\_\_

### Description of Project

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

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

*Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Act, and the OBC. Questions about the collection of personal information may be addressed to the Chief Building Official.*

*"Applicant" means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf.*

*"Permit Holder" is understood to be the Owner of the property, to whom the Building Permit has been issued or where the permit has been transferred, the transferee, and shall be the person who assumes the primary responsibility for compliance with the Act and the Building Code.*