



**Development Services Department  
Building Permit & Inspection Services**

Property Address: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

This document shall serve to notify the City of Oshawa that I am/we are the legal owner(s) of the property described above (the "Subject Property"), and I/we hereby authorize the person indicated below ("Authorized Agent"),

\_\_\_\_\_  
**Authorized Agent's Name**

\_\_\_\_\_  
**Authorized Agent's Address**

to act on my/our behalf on all matters pertaining to the Proposed Work on the Subject Property, including but not limited to applying for any necessary permits, attending arranged inspections, and/or endorsing application documents on my/our behalf. I/we acknowledge and understand that if I am/we are authorizing a company to act on my/our behalf as Authorized Agent, multiple individuals within the company may act on my/our behalf and the City of Oshawa shall not be responsible for verifying whether the individual from the company is authorized to act on behalf of the company. The City of Oshawa shall be entitled to rely on the fact the individual from the company acting as Authorized Agent for myself/ourselves is duly authorized by the company to deal with the City of Oshawa on all matters pertaining to the Proposed Work on the Subject Property. I/we acknowledge and understand that although I/we have an Authorized Agent, I/we are still responsible for all terms and conditions contained in the permit(s). By signing below, I/we have read this entire document and give effect to the authorization of my/our Authorized Agent.

**(If owner is an individual):**

Last Name: \_\_\_\_\_ First name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(If owner is a corporation):**

Corporation or Partnership: \_\_\_\_\_

\_\_\_\_\_  
**Name of Authorizing Officer**

\_\_\_\_\_  
**Signature of Authorizing Officer  
(I have authority to bind the Corporation)**

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

**Contact info for owner listed above:**

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_