

# Agent Authorization Letter

\_\_\_\_\_  
Property Owners Name

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

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

\_\_\_\_\_  
Phone & E-mail

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

To: The Chief Building Official  
Township of South Frontenac  
Building Department  
PO Box 100  
4432 George Street  
Sydenham, ON K0H 2T0

RE: **Proposed Project:** \_\_\_\_\_  
(A brief description of the work to be performed)

**Project Location:** \_\_\_\_\_  
\_\_\_\_\_  
(Property Address, Legal Description etc...)

The undersigned, being the current owner of the above referenced property, authorizes;

\_\_\_\_\_  
**Agents Name** / **Company Name**

to apply for a building permit for the above referenced project on my behalf. This will allow my agent to answer any and all questions on my behalf and to sign any and all documents for me; however, I understand that I shall be responsible to ensure that my project complies with the Ontario Building Code.

\_\_\_\_\_  
**Print Name**  
Of Individual Owner **OR**  
Authorizing Officer

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

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

Note: This form is valid only for one access to Building Permit Record Application. Subsequent applications by an authorized agent will require a new agent authorization form completed by the current property owner.