



*City of Costa Mesa Building Division*  
**DECLARATION OF AUTHORIZATION  
FOR AGENTS OF CONTRACTOR  
TO APPLY FOR PERMITS**

1. I, \_\_\_\_\_, declare that I hereby authorize the following person(s) to obtain permits on my behalf:

_____	_____
SIGNATURE	
_____	_____
PRINT NAME	DRIVER'S LICENSE OR SOCIAL SECURITY #
_____	_____
SIGNATURE	
_____	_____
PRINT NAME	DRIVER'S LICENSE OR SOCIAL SECURITY #
_____	_____
SIGNATURE	
_____	_____
PRINT NAME	DRIVER'S LICENSE OR SOCIAL SECURITY #

- 2. I will also file a Worker's Compensation Insurance Certificate, issued by my insurance agent, covering all persons employed by myself, my company or corporation prior to the issuance of any permits in accordance with Section 3800 of the State of California Labor Code.
- 3. I understand that my signature below acts as a continuous authorization until a written document cancelling such authorization of any or all of the persons listed above is received by the Building Division. Any additions or modifications will require a new form.
- 4. I agree to indemnify and hold the City of Costa Mesa and its employees or officers harmless from any claim resulting in damage or personal injury to myself or any other parties as a result of work authorized by the permits from the City of Costa Mesa.
- 5. I have read and understand the above statements as they pertain to the issuance of permits by the City of Costa Mesa and the California State Contractor's License Board.
- 6. I declare under the penalty of perjury that the foregoing is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, at Orange County, California.

_____	_____
DATE	SIGNATURE
_____	_____
COMPANY NAME	NAME (PRINTED OR TYPED)
_____	_____
	COMPANY TITLE
_____	_____
COMPANY ADDRESS	STATE OF CALIFORNIA CONTRACTOR'S NUMBER
_____	_____
COMPANY PHONE NUMBER	CLASSIFICATION

**AN ACKNOWLEDGEMENT BY A NOTARY PUBLIC  
OF CONTRACTOR'S SIGNATURE IS REQUIRED.  
ATTACH COPY OF STATE CONTRACTOR'S LICENSE.**



*City of Costa Mesa Building Division*

# NOTICE TO ALL CONTRACTORS

The Costa Mesa Building Division has instituted a policy whereby contractors can designate others to sign for permits on their behalf. This procedure necessitates filing a Statement of Authorization with the Building Division. This statement will remain on file until a written document cancelling such authorization is received. Additions or modifications require a new form.

If you wish to authorize a person(s) to obtain permits on your behalf, the form on the reverse **must be** completed and returned to this office. An acknowledgement by a Notary Public must be signed by the State Licensed Contractor, RME or RMO of your company or corporation. A signed copy of the pocket license must accompany the statement of authorization or be on file at the City Building Division.

Your authorized agent(s) will be required to list a driver's license or social security number on the permit(s) application and have it verified by the person issuing the permit(s).

This procedure has been instituted for your convenience and our mutual protection: no permits will be issued to any person who is not included on your filed notice of authorization.