



City of
Peterborough

AUTHORIZATION TO ACT AS AGENT

(If the Legal Owner is not requesting the information)

I, _____ (print name), the legal owner, or who has signing authority of

_____ (civic address),

hereby authorize _____ (name)

of _____ (name of company, etc. if applicable)

to act as my agent pertaining to the above property, with respect to the following information:

(Reason for Authorization - please check any and all boxes that apply)

- to apply for and obtain a building or demolition permit; sign, plumbing or pool enclosure permit;
- to receive detailed information on zoning, outstanding work orders and /or location survey compliance involving my property;
- to obtain information regarding Enforcement Services, including property standards and maintenance issues on my property, including communicating with City staff and accessing my property for the purpose of inspections;
- to receive detailed information on pending legal matters involving my property, and to undertake steps to secure my property (including demolition if necessary).
- other matters (please specify) _____

Please indicate whether this authorization has a limited time frame:

Start Date: _____ 20____ To End Date: _____ 20____

Date Not Applicable:

Signature (Legal) Owner

Date

Signature Acting Agent

Date

1. This authorization requirement applies to spouses or other family members that are not listed on the deed (see your tax bill for who is listed on the deed).
2. If a numbered company or company name is listed on the deed, an article of incorporation or document to verify signing authority for the business will be required.

Please note: Photo I.D. will be required.

Who Has Signing Authority?

If the property is owned by a numbered company/corporation. please provide a Current/up to date Corporate Profile Report.

If the property is owned by an association or institution, we will need a legal document stating who has signing authority. This could be a letter from a lawyer.

This information will stay with the property folder until the property has been sold or a legal document has been provided noting a change to who now has signing authority, such as a Corporate Board's directors/shareholders/members.

Importance of Signing Authority:

If a third party wants information or wants to apply for a permit on a property they do not own, they need authorization. An individual(s) who has signing authority can release that information or apply for the permit themselves, or they can authorize the third party to obtain a permit or receive information directly. [The Authorization To Act As Agent form can be found on our website.](#) The form will name who can speak on the owner's behalf and the authorization can be limited in both time frame and scope. The form is in a simple check-box, fill in the blanks format.

Typical third parties: Tenants, contractors, realtors, engineers, architects, family, spouse not listed on deed, friend, etc.

As an example:

A strip mall is owned by a corporation and has multiple individual tenants. One of the tenants wants to do renovations. The corporate signing authority, if in agreement with the renovations proposed, would fill out the Authorization to Act as Agent form to allow the tenant to obtain a permit. The tenant could then apply for a permit under the authorization provided. Obtain a permit, do renovations and call for and pass all required inspections to close the permit.

Please note: The owner of the property ultimately remains responsible to ensure all required inspections have been completed and the permit is closed.