

Who Has Signing Authority

If the owner is a numbered company, corporation, institution, association, etc. please provide a Corporation 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/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.