

# PROPERTY OWNER ACKNOWLEDGEMENT OF SUBMITTED APPLICATION FOR BUILDING PERMIT

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\_\_\_\_\_  
Date

Owner's Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Attention:           Property Owner(s)

Subject:             Permit Application #: \_\_\_\_\_

Site Address: \_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_

On \_\_\_\_\_, a permit application was applied for with our office by \_\_\_\_\_  
*Date* *Permit Applicant name.*

\_\_\_\_\_ in your name proposing the \_\_\_\_\_ at the above subject property.  
*Work Proposed*

Please complete and return this information at your earliest opportunity to avoid any unnecessary delays in the processing and issuing of your building permit. **No building permit will be issued until this verification has been received.**

1. I personally plan to provide the major labor and materials for the construction of the proposed property improvement. (yes or no) \_\_\_\_\_
2. (I have or I have not) \_\_\_\_\_ signed an application for a building permit for the proposed work.
3. I have contracted with the following person (firm) to perform the proposed construction:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Contractors License No. \_\_\_\_\_

4. I will provide some of the work but I have contracted (hired) the following persons to provide the work as indicated:

Name	Address	Phone Number	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Print Name (property owner)                      Signature (property owner)                      Date

\_\_\_\_\_  
Print Name (property owner)                      Signature (property owner)                      Date

\_\_\_\_\_  
Print Name (property owner)                      Signature (property owner)                      Date

\_\_\_\_\_  
Print Name (property owner)                      Signature (property owner)                      Date