



**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
 950 MAIDU AVENUE NEVADA CITY, CA 95959-8617  
 (530) 265-1222 FAX (530) 265-9854 www.mynevadacounty.com/cda

Planning Department  
 Fax (530) 265-9851

Environmental Health  
 Fax (530) 265-9853

Building Department  
 Fax (530) 265-9854

Code Compliance  
 Fax (530) 265-9851

Housing Division  
 Phone (530) 265-1388  
 Fax (530) 265-9845

Agricultural Commissioner  
 255 S. Auburn Street  
 Grass Valley, CA  
 Phone (530) 273-2648  
 Fax (530) 273-1713

**AGENT AUTHORIZATION LETTER**

**IF YOU ARE NOT THE PROPERTY OWNER...**

But, are a representative for the property owner, or the contractor of record, and you are not on the Grant Deed as the legal owner, or a carrier on the contractor's license, you may be required to provide a notarized letter of authorization to the County of Nevada for permit issuance (if this is a commercial project, we will accept a copy of the lease signed by you and the owner of record). Please fill out the following form and have this document signed by the appropriate person(s) and return to the Building Department.

**AUTHORIZATION**

I, \_\_\_\_\_ owner(s) or Project Representative of property located at, \_\_\_\_\_, Assessors Parcel Number \_\_\_\_\_, do hereby authorize \_\_\_\_\_

\_\_\_\_\_ (address)

\_\_\_\_\_ (City & State)

\_\_\_\_\_ (Telephone Number)

To act as my agent/representative in obtaining building permits from the Nevada County Building Department for work which shall be performed at the address above.

**Description of the work to be performed:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Property Owner, Contractor,  
 Architect or Engineer

**It is unlawful to alter the substance of any official form or document of Nevada County**