



Authorized Agent Affidavit

I, _____ (contractor) hereby grant authorization to _____ (authorized agent) to act on my behalf with the Charlotte County Community Development Department while conducting activities related to obtaining permits. These activities specifically include signing all documents requiring signature of "contractor."

_____ (authorized agent) is to be considered an agent of my business and therefore, the signature of said agent is binding and causes me to assume all responsibilities connected to or associated with the signature as they may relate to my contracting business.

I, _____ (contractor), relieve the Charlotte County Community Development Department of, and agree to hold the Charlotte County Community Development Department harmless from, any and all responsibility, claims, or other actions arising from or related to the Department's acceptance of the above agent's signature for permit-related activities. I further understand that it is my sole responsibility to grant and terminate any such authorization and to ensure that the Department receives timely notice of any such grant or termination.

Contractor's Signature

Agent's Signature

State Certification or Registration Number

County Certification Number (if applicable)

PLEASE NOTE: BOTH SIGNATURES MUST BE NOTARIZED

Notary for Contractor's Signature

Notary for Agent's Signature

Notary Public Signature box for Contractor's Signature containing fields for State, County, date, notary name, and identification details.

Notary Public Signature box for Agent's Signature containing fields for State, County, date, notary name, and identification details.

**The Department, at its discretion, may require a contractor or license-holder to personally apply for or obtain a building permit notwithstanding any authorization allowing another person to apply for or obtain any permit on behalf of a contractor, qualifier, or license-holder.

Once completed, please email to ContractorLicensing@CharlotteCountyFL.gov.