



COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927
(530) 879-6700 | www.chicoca.gov

Owner's Agent Authorization Form

To City of Chico, Community Development Department

OWNER(S): I/We _____ am the property owner(s) of
Name

_____ Full Address _____ APN

I/We authorize _____ as applicant/ authorized agent to:
Name

(Please check all that apply)

- Apply for, sign for, and/or pick up all building permits on my behalf
- Sign for and pick up permit number _____
- View and/or obtain duplicate copies of approved building plans

Email _____ Date _____

Print Name _____ Phone _____

Signature _____ Authorization Expires _____

Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Please email all required forms and documents to buildingdocs@chicoca.gov or upload to [Digital Plan Submittal](#)