



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

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

Contractor's Agent Authorization Form

To City of Chico, Community Development Department

CONTRACTOR: I _____ am an authorized signatory for
Name

_____, _____
Contractor Business Name License Number

I 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
- To utilize the following email for all permit correspondence _____

Email _____ Date _____

Print Name _____ Phone _____

Signature _____ Authorization Expires _____

Note: A copy of the listed authorized signatory or listed contractor'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 agent's signature.

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