



CITY OF WOODINVILLE

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

OWNER AUTHORIZATION FORM

ABOUT THIS FORM

An owner authorization form must be completed with most permit applications.

The form verifies that the applicant has the authority to apply for permits on the subject property. The form also identifies who to contact in the case of questions, corrections, and issues with the permit application.

The assignment of authority is someone you designate as your representative or agent on this application. He or she will be the contact person for the City and is authorized to make decisions related to the processing of the application as well as coordinate inspections. If you wish to assign this authority to somebody on this application, you must provide their name on this form and the general application form.

WHERE CAN I FIND MORE INFORMATION?

Please contact Development Services at 425-489-2754 for more information.

A. SITE & PROPERTY INFORMATION	
PROJECT NAME:	
PROPERTY ADDRESS:	
PARCEL NUMBER:	
B. OWNER INFORMATION	
PROPERTY OWNER NAME:	
FOR COMPANIES ONLY, REPRESENTATIVE NAME: <i>(Attach LLC agreement or legal document identifying appointment)</i>	
ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	
C. ASSIGNMENT OF AUTHORITY	
Please read carefully and select all that apply.	
<input type="checkbox"/>	I will represent myself for the application. I will apply for, sign and file the documents necessary, to obtain necessary permits for my project, and to receive all notices, decisions, and other correspondence from the City with respect to the project.
<input type="checkbox"/>	I will give someone else authority to apply for the permit on my behalf. I hereby authorize _____ to act as my agent to apply for, sign and file the documents necessary, to obtain necessary permits for my project, and to receive all notices, decisions, and other correspondence from the City with respect to the project. I understand that I am jointly and severally responsible for their actions by this authorization.
<input type="checkbox"/>	I plan to do the work myself and will not hire a contractor. I acknowledge that I will be constructing, altering, improving or repairing a building on property that I own without the intent to sell or lease for a minimum of twelve (12) months. I acknowledge that any contractors I hire must be licensed in accordance with the State of Washington laws under Chapter 18.27 RCW.
D. SIGNATURE	
I acknowledge that I am the owner of the property listed above. I further acknowledge and accept all permit and project conditions associated with the issuance of this permit. I declare under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct.	
_____	_____
Owner	Date