



# Letter of Authorization

Please submit online with the [Service Center Request Form](#)  
<http://austintexas.gov/page/service-center-and-trade-permits>

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

**Please Print Clearly or Type**

Date: \_\_\_\_\_

Agent Type (select one):  Owner  Owner's Agent  General Contractor  Electrical  
 Mechanical  Plumbing  Irrigation

Agent Name: \_\_\_\_\_

Trade Master License Holder Name (for Electrical, Mechanical, Plumbing, Irrigation only):  
\_\_\_\_\_

Email: \_\_\_\_\_ Office #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

State Master Electric License #: \_\_\_\_\_ State Master Electric Contractor License #: \_\_\_\_\_

State Master Plumber License #: \_\_\_\_\_ State Master Mechanical License #: \_\_\_\_\_

State Master Irrigator License #: \_\_\_\_\_ State Master Fire Line Contractor License #: \_\_\_\_\_

**Acknowledgement:** I authorize the following agents to purchase permits on my behalf, including under my license and use of my escrow account. I understand that it is my responsibility to update this *Letter of Authorization* form. I understand that if I do not list any additional agents, they will not be authorized until the *Letter of Authorization* form is filled out completely and signed by the Owner/Owner's Agent/GC or Master License Holder.

Add and/or delete agents below. If you do not wish to add any agents, please select N/A. If more Agents are needed, please fill out this section on additional pages.

**Additional Agents**  N/A

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Delete Additional Agents**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Owner, Owner's Agent, General Contractor or  
Master Licensed Contractor as listed above*

*Print Name*