MUNICIPALITY OF PORT HOPE

Building Services
Agent Authorization Form

This form is valid for six (6) months from date of authorization.

Property Address: _____

Description of Proposed Work:

_____

_____

_____

This document notifies the Municipality of Port Hope that I am/we are the legal owner(s) of the property described above and do authorize the individual indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to the proposed work as described above, including the authority to endorse application documents on my/our behalf.

I/We hereby authorize _____ to apply for and obtain a permit on my behalf. I am/We are aware that the responsibility for the construction and compliance to codes and Applicable Laws are entirely mine and I accept the same.
(must match Applicant name on Application for a Permit to Construct or Demolish)

Property Owner Name: _____
(registered, legal owner of property as listed on deed)

Phone: _____ **Email:** _____

Address: _____
(if different from above)

Town/City: _____ **Postal Code:** _____

Authorized Agent Name: _____
(must match Applicant name on Application for a Permit to Construct or Demolish)

Phone: _____ **Email:** _____

Address: _____

Town/City: _____ **Postal Code:**_____

_____	_____	_____
Property Owner Name	Property Owner Signature	Date
_____	_____	_____
Witness Name	Witness Signature	Date

1. The authorization requirement applies to spouses and other family members not listed on deed.
2. If a numbered company, company, institution, board, etc. owns the property, a legal document is required to verify who has signing authority.

Notice of Collection: Personal information on this form is collected by the Municipality of Port Hope under the authority of the Building Code Act, 1992, the Ontario Building Code, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of administering and processing building permit applications and related inspections, compliance, and enforcement. Questions about this collection should be directed to the Chief Building Official, Municipality of Port Hope, 5 Mill St S, Port Hope, Ontario, L1A 2S6, or 905-885-2431.

Effective: 2023-02-16
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