

CITY OF KANSAS CITY, MISSOURI
CITY PLANNING & DEVELOPMENT – DEVELOPMENT SERVICES
LICENSED CONTRACTOR’S DESIGNATED AGENT
AUTHORIZATION FOR PERMIT ISSUANCE - LIMITED
(Authorizes a specified person to obtain permits for a specific project
being contracted by the contractor)

Date: _____

Name: _____

Position: _____

Company Name: _____

Address: _____

City, State, Zip: _____

I hereby acknowledge that I am an owner, officer, principal or designated supervisor of the company listed above and that, as such, I have the authority to designate this individual to sign for permits on behalf of my company. I hereby request that only the following individual obtain permits on behalf of my company, in addition to myself and my company's designated trades supervisor(s), for the project specified:

Name: _____ Position: _____

Company Represented: _____ Project Address: _____

I certify that the above-named individual is in my direct employ; is a representative of a third-party permitting service whose only involvement in any regulated construction-related trade is as a permit procurement agency, charged with walking permit applications and related paperwork through for a fee; is the property owner of record at that address; or is the direct employee of the general contractor on that jobsite, under whose general building permit my company is working and who is charged with expediting permit issuance on that project. I also certify that the permit for this project is being purchased for exclusive use by my company and that my company shall perform all of the work under those permits and shall be 100% liable for any work done thereunder. I understand that this authorization letter is valid only for this individual and this project, and that I must provide a new authorization for each project for which I wish to allow an alternate to obtain permits for my company. I understand that City staff may request proof of the identity of any designated individual requesting permits on my company's behalf and may seek proof of that individual's affiliation with my company. I understand that misuse of this form to authorize subcontractors or individuals or entities otherwise regarded by the City of Kansas City, Missouri, as contractors in their own right to use my licenses to obtain construction-related trades permits for their own jobs shall constitute grounds for the temporary suspension or permanent revocation of my trades privileges, per the various applicable sections of the Kansas City Building and Rehabilitation Code, Chapter 18, Code of Ordinances.

Signature: _____