



Butte County Department of Development Services
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FORM NO

INF-03

WHO CAN APPLY AND SIGN FOR A BUILDING PERMIT

Building permits can be applied for by any of the following:

- The property owner acting as Owner Builder
- An authorized agent for the property owner acting as Owner Builder
- Licensed contractors
- An authorized agent for the licensed contractor

When applying for a building permit as an Owner Builder, the following will be required before the building permit can be issued:

- An *Owner's Acknowledgment and Verification of Information* form needs to be completed by the property owner. The permit cannot be issued until the owner completes the *Owner's Acknowledgment* form. This form can only be given to the property owner and cannot be signed by an agent.

If the building permit applicant is not the property/home owner, but is acting as the authorized agent for the homeowner:

- A letter of authorization from the property/home owner is required at time of application. The letter of authorization needs to state who the authorized agent is and what they are being allowed to do on the owner's behalf. It must be dated, signed by the owner and a contact phone number listed. Please include the address of the parcel and the assessor's parcel number.

When applying for a building permit as an authorized Agent for a licensed contractor:

- A letter of authorization from the licensed contractor is required at the time of application. The letter needs to state who the authorized agent is and what they are being allowed to do on behalf of the licensed contractor. It must be dated, signed by the license holder, contact phone number, mailing address and contractor's license number must be listed. Please include the address of the parcel and the assessor's parcel number.