

*****SAMPLE*****

LICENSED CONTRACTOR / AGENT AUTHORIZATION FORM

Connecticut General Statutes – Sec. 20-338b

Building permit applications. Who may sign.

Any licensed contractor who seeks to obtain a permit from a building official may sign the building permit application personally or delegate the signing of the building permit application to an employee, subcontractor, or other agent of the licensed contractor, provided the licensed contractor’s employee, subcontractor, or other agent submits to the building official a *dated letter on the licensed contractor’s letterhead*, signed by the licensed contractor, stating that the bearer of the letter is authorized to sign the building permit application as the agent of the licensed contractor.

1. The letter shall not be a copy or a facsimile, but shall be an original letter bearing the original signature of the licensed contractor. The letter shall also include:
2. The name of the municipality where the work is to be performed
3. The job name or description of the job
4. The starting date of the job
5. The name of the licensed contractor
6. The name of the licensed contractor’s agent
7. The license numbers of all contractors involved in the work

(P.A. 91-95; P.A. 98-3, Sec. 33)

Please copy this form onto your company letterhead, complete all fields, and submit with your application.

Company Name
License Contractor Name
Company\Contractor Address
Company\Contractor Phone #
State of CT Contractor License #

Date: _____

To the Town of: Montville, Connecticut

I, _____ (Licensed Contractor Name), hereby authorize
_____ (Agent Name)
to sign the building permit application as my agent for work to be performed work at

Property Address: _____

Description of Work: _____

Starting Date: _____

Licensed Contractor Signature: _____ Date: _____

Agent Signature: _____ Date: _____

