



Southwest Michigan Building Authority  
 7275 W Main St, Kalamazoo, MI 49009  
 Phone: (269) 585-4150  
 Email: [info@swmiba.org](mailto:info@swmiba.org)

## LETTER OF AUTHORIZATION TO OBTAIN PERMIT

This form is provided as a means for permit applicants to obtain compliance with MCL 125.1510(2). If you have met the proof of authorization requirement by means of a contract, power of attorney, or other letter of authorization signed by the property owner of record, you do not need to submit this document with your permit application. Otherwise, you must submit this completed document along with a completed permit application form and all other required supporting documentation.

<b>Recognized Agent Information</b>	
Name of Agent (Company or Individual)	
Street Address	
City, ST ZIP	
Phone Number	
Email Address	
<b>Residential builders, maintenance and alteration contractors (including mechanical, electrical, and plumbing contractors), architects, and engineers must also provide the following:</b>	
MI Occupational License Number	
Expiration Date	

I, \_\_\_\_\_ (print owner name), the undersigned, do hereby willingly recognize the above-indicated entity as my agent, and in so doing, I grant them the authority to apply for and obtain a permit on my behalf for work to be completed at the property commonly addressed as \_\_\_\_\_ (street address) within the municipality of \_\_\_\_\_ (municipality name).

\_\_\_\_\_  
 Property Owner Signature                      Date

\_\_\_\_\_  
 Agent Signature                                      Agent Print Name                                      Date