



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

Property Owner Name:	
Property Address:	City, State, ZIP:
Property Owner Email:	Property Owner Phone:
Contractor Name:	

I, the above-indicated property owner, the undersigned, do hereby willingly recognize the above-indicated Contractor 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 indicated above.

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Property Owner Signature

Date

**SMBA Office Use Only:**

Has a permit application been submitted for the subject property yet?

If Yes: List the permit number associated with the application and place the letter of authorization with the application: \_\_\_\_\_

If No: Hold letter of authorization for 30 days until an application is received. If no application is received by \_\_\_\_\_ (Current Date +30 Days), discard.