



Oshtemo Township Building Department
7275 W Main St, Kalamazoo, MI 49009
Phone: (269) 585-4150
Email: building@oshtemo.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.

Property Owner Signature

Date

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.