

# City of Leeds, Alabama

1400 9th St  
Leeds, AL 35094  
leedsalabama.org

## Authorized Agent Form

I/We authorize and permit the authorized agent listed below to act as my/our representative and agent in any manner regarding the issuance of a building permit which relates to property described as the tax parcel ID # listed below.

I/We understand that the agent representation may include but not be limited to decisions relating to the submittal, status, or conditions of this application. In understanding this, I/we release the City of Leeds from any liability resulting from actions made on my/our behalf by the authorized agent and representative. I hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this application and any work performed will be at the risk of the property owner/applicant. I understand further that any changes made which vary from the approved plans will require obtaining an additional approval from the Building Official.

\*NOTE: All correspondence will be sent to the authorized representative. It will be the representative's responsibility to keep the owner(s) adequately informed as to the status of the application.

Parcel ID #: \_\_\_\_\_

911 Property Address (include city): \_\_\_\_\_

**Authorized Agent**

Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Property Owner**

Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**State Issued Photo ID**

**\*\* attach if not having property owner signature notarized \*\***

Attach a copy of the property owner's state issued photo ID (such as a driver's license) **OR** have a Notary Public notarize the property owner's signature on this form.

Property owner should initial inside this box if he/she will attach a copy of the state issued photo ID instead of having property owner signature notarized.

➔

**Notary Public**

**\*\* complete if not attaching a State Issued Photo ID \*\***

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the property owner listed above.

Notary Signature: \_\_\_\_\_

**Notary Public's Seal**

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