

LETTER OF AUTHORIZATION

As a requirement of the St. Louis Building Code, unless the owner of a building personally applies for a Certificate of Use and Occupancy for that building or a portion thereof, we will require a notarized letter of authorization from the owner of record for said building. This notarized letter will contain the owners name, address and telephone number and give permission to, **the applicant, a full time resident**, to apply for a home occupancy waiver. In the event that a corporation owns or manages the building, the notarized letter of authorization will be on company letterhead and signed by a responsible person, preferably an officer of the corporation.

Property Owner's Name _____ Phone Number _____ Date _____

Street Address _____ City _____ State _____ Zip Code _____

I certify that I possess care and control of the property located at _____
_____ and that I am granting permission to, _____ my
_____, to apply for a home occupancy waiver for said
(relationship to property owner)

property to be used as a home office for a _____ business. **I affirm that he/she is a full time resident of subject premises. This authorization will expire sixty (60) days from date of issuance.**

Signature of Property Owner/Management Company

Address _____ City _____ State _____ Zip _____

() _____
Telephone Number

Notary Seal:

My Commission Expires: _____ Be it known that _____

personally appeared before me this _____ Day of _____ 20____ and
executed this document.

Signature Notary Public _____