

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, the Permit office will require a notarized letter of authorization from the owner of record for said building. This notarized letter will contain the owner's name, address and telephone number and give permission to apply for the Certificate of Use and Occupancy for said building. In the event that a corporation owns or manages the building, the notarized letter of authorization should be on company letterhead and signed by a responsible person, preferably an officer of the corporation.

Property Owner's Name

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

_____ to apply for a Certificate of Use and

Occupancy of said property to be used as _____.

I understand that the building will be inspected for compliance with all City codes and other applicable ordinances and that as the owner, as defined, of the property I am responsible for correcting any violations of said building codes or other ordinances.

Signature of Owner / Responsible Party

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)