**COMPANY LETTERHEAD**

A**GENT AUTHORIZATION LETTER**

I, (NAME OF LICENSE HOLDER) of (LICENSE HOLDER COMPANY NAME OR ADDRESS) Authorize (NAME OF PERSON APPLYING FOR PERMIT) to obtain an (TYPE OF PERMIT) Permit from the Town of South Windsor Building Department on my behalf for the property located at the following address: (ADDRESS OF WHERE THE WORK IS GOING TO TAKE PLACE).

**SCOPE OF WORK TO BE DONE:**

Printed Name of License Holder:

License Type:  License #:

Phone Number:

Signature:  Date:

**A COPY OF THE LICENSE NEEDS TO BE SUBMITTED WITH THE LETTER**