



TOWN OF LONGBOAT KEY  
PLANNING, ZONING AND BUILDING DEPARTMENT  
501 Bay Isles Road, Longboat Key, FL 34228  
Phone: 941-316-1966 FAX: 941-316-1970

## CONTRACTOR AUTHORIZED AGENT AFFIDAVIT

New Agent  Update Existing Agent

I, \_\_\_\_\_, of \_\_\_\_\_  
(Print License Holder's Name) (Print Business Name)

authorize \_\_\_\_\_  
(Print Agent Legal Name)

to act as my agent under my license \_\_\_\_\_ for the  
(State Certification/License Number)

purpose of submitting applications and/or submitting revisions, and pick-up of all building permits to be issued for the named contractor (qualifier). I understand that the Authorized Agent is not authorized to sign or make changes to any applications/drawings, and that all building permit **applications** must be signed and notarized by the **qualifier**. This authorization is for the following time period (*not to exceed one year*) \_\_\_\_\_ to \_\_\_\_\_.  
(MM/DD/YYYY) (MM/DD/YYYY)

***I, \_\_\_\_\_ (contractor), relieve the Town of Longboat Key of, and agree to hold the Town of Longboat Key harmless from, any and all responsibility, claims, or other actions arising from or related to the actions of the agent named, related to the acquisition of permits on my behalf. I further understand that it is my sole responsibility to grant and terminate any such authorization and to ensure that the Department receives timely notice of any such grant or termination.***

License Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_  
LICENSE HOLDER'S NAME PRINTED

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_ Personally Known OR \_\_\_ Produced Identification

Type of Identification Produced \_\_\_\_\_

NOTARY STAMP

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
(Print Agent(s) Name)

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

Agent E-mail: \_\_\_\_\_

***\*The Planning, Zoning & Building Department, at its discretion, may require a contractor or license-holder to personally apply for or obtain a building permit notwithstanding any authorization allowing another person to apply for or obtain any permit on behalf of a contractor, qualifier, or license-holder.***