

## **AGENT LETTER CHECKLIST**

1. Date
2. Letterhead
3. Signed by licensed contractor (NOT NEW HOME OR HOME IMPROVEMENT REG)
4. Stating that bearer is authorized to sign the permit application as the agent of the contractor
5. Not a copy or fax but an original
6. Name of Town work to be performed in
7. Job description or name of job
8. Start date
9. Name of the Contractor
10. Name of the Agent
11. License number of the contractor

**Sec. 20-338b. Building permit applications. Who may sign.** Any licensed contractor who seeks to obtain a permit from a building official may sign the building permit application personally or delegate the signing of the building permit application to an employee, subcontractor or other agent of the licensed contractor, provided, the licensed contractor's employee, subcontractor or other agent submits to the building official a dated letter on the licensed contractor's letterhead, signed by the licensed contractor, stating that the bearer of the letter is authorized to sign the building permit application as the agent of the licensed contractor. The letter shall not be a copy or a facsimile, but shall be an original letter bearing the original signature of the licensed contractor. The letter shall also include: (1) The name of the municipality where the work is to be performed; (2) the job name or a description of the job; (3) the starting date of the job; (4) the name of the licensed contractor; (5) the name of the licensed contractor's agent; and (6) the license numbers of all contractors to be involved in the work.

(P.A. 91-95; P.A. 98-3, S. 33.)

History: P.A. 98-3 made technical changes.