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PATIO STRUCTURE APPLICATION CHECKLIST

PATIO STRUCTURE APPLICATION

Submittal requirements for Patio Structure Application are listed below. Please include the following items:

 1) PLANNING APPLICATION: Patio Structure Application Complete all sections (incomplete applications will delay processing time) Include all required plans/drawings/calculations listed in the application Homeowner's signature required If property is located in a homeowners association, complete HOA Approval Form at http://www.cerritos.us/RESIDENTS/_pdfs/hoa_approval_form.pdf
If you have any questions, please call the Planning Division at (562) 916-1201.
2) BUILDING PERMIT APPLICATION Complete all sections (incomplete applications will delay processing time) Complete Declaration Form If owner-builder, complete columns 1 and 3 If contractor, complete columns 2 and 3
If you have any questions, please call the Building & Safety Division at (562) 916-1209.
Submit forms together, with all required plans/drawings, at <pre>https://cerritosca.seamlessdocs.com/f/Application_Plan_Submittal_Form</pre>
For more detailed information regarding the process for online submittal, please read the Planning/Building Interim Electronic Submittal Procedure at http://www.cerritos.us/BUSINESSES/_pdfs/interim_electronic_submittal_procedure.pdf

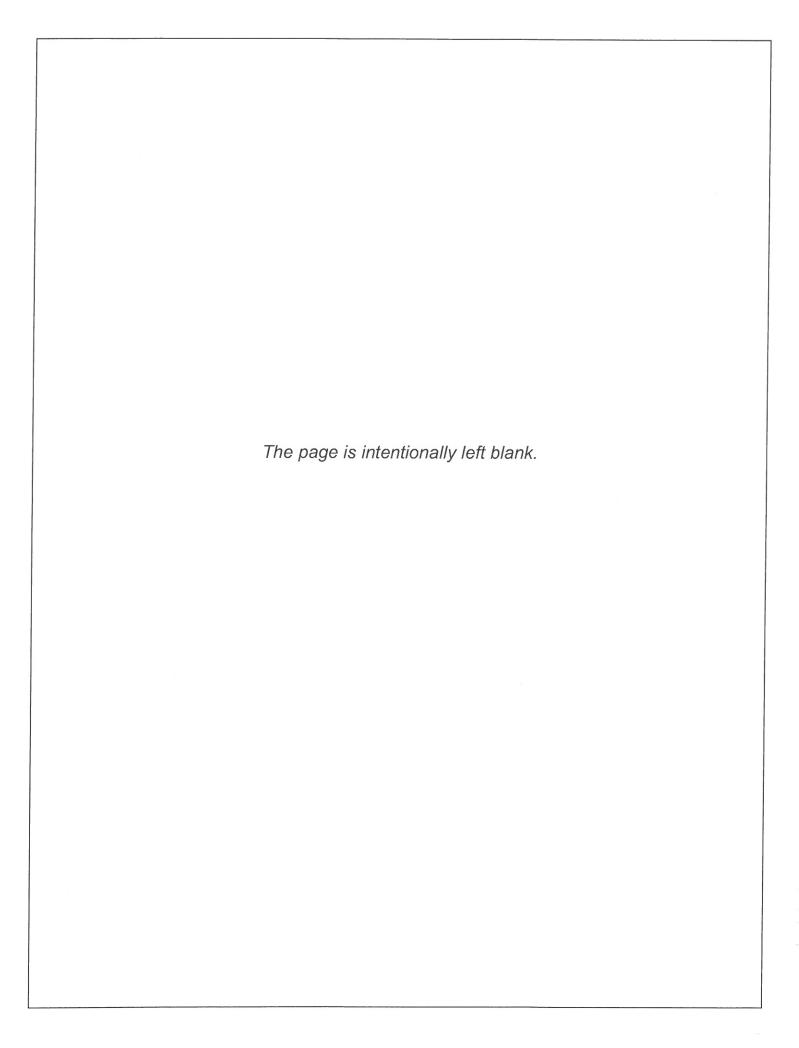
3) BUSINESS LICENSE REQUIREMENT

If you are a contractor, you <u>must</u> have a valid City of Cerritos business license. Please call the Business License Division at (562) 916-1236 to confirm active status or apply at http://www.cerritos.us/BUSINESSES/business_licenses.php

For more detailed information regarding the process for online submittal, please read the *Business License Interim Electronic Submittal Procedure* at

http://www.cerritos.us/BUSINESSES/_pdfs/interim_business_license_procedure.pdf

Last Updated: December 2020



City of Cerritos Department of Community Development Civic Center • 18125 Bloomfield Avenue P.O. Box 3130 • Cerritos, California 90703-3130 Phone: (562) 916-1201 • Fax: (562) 916-1371 www.cerritosgis.com • www.cerritos.us

PATIO STRUCTURE APPLICATION

Homeowner Information				
Name:			Phone	e:
Address:				
Zoning (check with City)	RS-5000	☐ RS-6500	Other:	
Contractor Information				
Name of Company:				
Contact Name:			Phone	e:
Address:				
State License Number:		City Bus	siness Lice	nse Number:
Patio Information				
Type of Patio Structure:	☐ Open Lattice	☐ Solid F	Roof	☐ Enclosed
Material of Patio Structure:	□ Wood	☐ Alumir	num	☐ Vinyl
Color of Existing House:	Stucco		_ Trim	
Color of Patio Structure:				
	er than this woul	d be considere		ecreational and outdoor living tent with the intent of a patio
Property Owner's Signature	:			Date:
Contractor's Signature:				Date:
	(C	Office use only)		
Community Development	t Approval			
Approved by:		Date:		AP #

I. INFORMATION REQUIRED FOR PLAN APPROVAL

- (a) <u>Plot plan</u> of entire property drawn to scale showing all dimensions and setbacks of the patio as shown on the example plot plan on page 4.
- (b) <u>Material specifications</u> from the manufacturer are required for patios using non-conventional materials such as aluminum, steel and vinyl.
- (c) Roof plan showing roofing material and slopes is required for all patios.
- (d) Color of paint or stain to be used on patio structures shall be noted on the plan.
- (e) <u>Structural constructions plans</u> are required for all patio structures.
- (f) <u>List of names and addresses</u> of adjacent homeowners are required for two-story patio structures.
- (g) <u>HOA Approval Form</u> if the subject property is located within a Homeowner's Association, then a completed HOA Approval Form is required as part of the patio application. The City's HOA Approval Form can be downloaded from the City's website at: www.cerritos.us/RESIDENTS/_pdfs/hoa_approval_form.pdf
- (h) <u>Submit three (3) copies of the above information</u> with a completed Patio Application.

II. <u>IMPLEMENTATION STANDARDS FOR PATIO STRUCTURES</u>

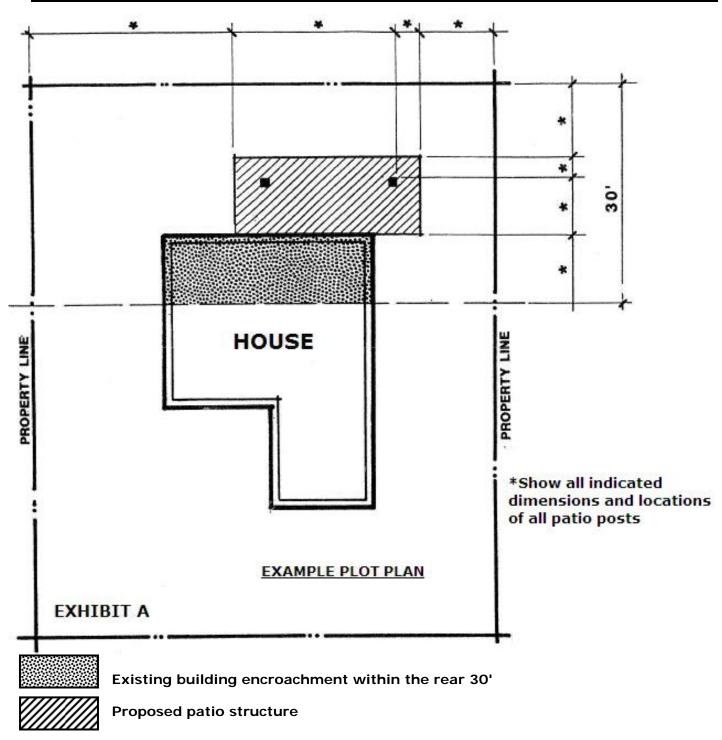
Cerritos Municipal Code 22.22.700(18) – Patio covers, patio enclosures and solariums. Patio covers, patio enclosures and solariums are intended for outdoor recreation and living purposes and are not to be used for storage or as a habitable room.

- (a) Patios.
 - (i) Patios shall be restricted to rear and side yards.
 - (ii) Paved patio surfaces may extend to a side or rear property line on the condition that the surface remain at least six feet below the top of the existing property line wall or fence or no more than twelve inches higher than the existing grade, which ever is more restrictive.
- (b) Patio Covers.
 - (i) Open lattice patio roofs and roof posts shall have a setback of at least five feet from the side and rear property line, block wall or fence whichever is closest.
 - (ii) Patio roofs may not cover more than forty percent (40%) of an RS-5000 side or rear yard or thirty-two percent (32%) of an RS-6500 side or rear yard. For solid roof or enclosed patio structures, the total building coverage for the entire lot (including the solid roof/enclosed patio coverage area) may not exceed forty-five percent (45%) of the lot area for an RS-5000 property or forty percent (40%) of the lot area for an RS-6500 property.
 - (iii) Solid patio covers roofed to match the existing residence shall have the correct pitch to meet City building code requirements. If the correct pitch cannot be met, the patio roof may be covered with hot mop and rock of a color which shall match the roof on the existing residence. A continuous facia

- board shall be required around the perimeter of the patio to screen the roofing.
- (iv) Baked enamel aluminum patio roof structures are permitted; however, steel or other corrugated roofing materials are prohibited.
- (v) Patio structures shall be painted or stained with a color that is compatible with the trim or stucco of the residence.
- (vi) Freestanding gazebos, including gazebos over pools and spas, shall comply with the same standards as for patio covers.
- (vii) All patio structures shall comply with City building code requirements.
- (c) Patio Enclosures.
 - (i) All of the standards for patio covers in 22.22.700(18)(b) shall apply.
 - (ii) Patio enclosures shall have readily removable 0.125-inch maximum thickness plastic windows (and doors) or insect screening with thirty-inch maximum kneewalls; enclosure walls shall be a minimum of five feet from side and rear property lines; however, if the rear or side property abuts a street, the patio enclosure must be at least ten feet from the rear or side property line, wall or fence, whichever is closest;
 - (iii) The patio enclosure shall be attached to the main wall of the building and no structural changes shall be made to the main building.
 - (iv) Any second story deck which is enclosed shall be considered an addition and included as part of the total floor area.

(d) Solariums.

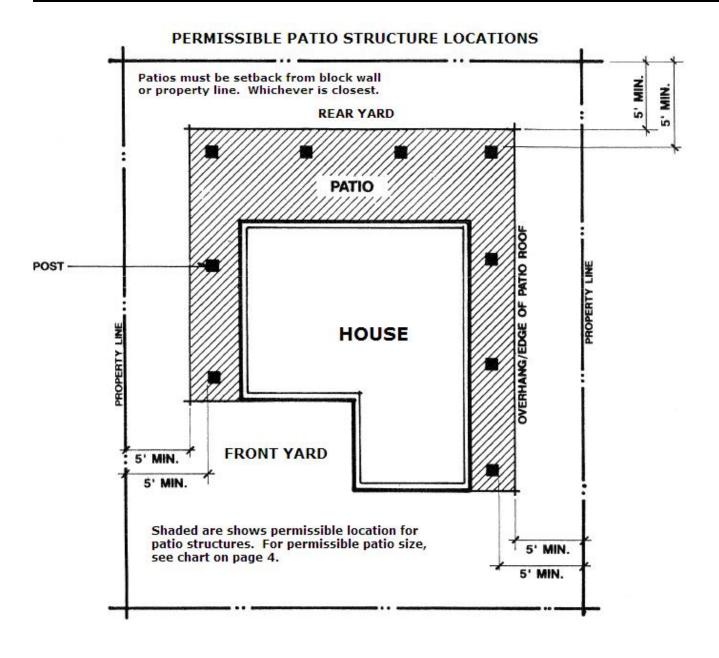
- (i) The location, setback and lot coverage requirements for patio covers and patio enclosures shall be applicable for solariums.
- (ii) The side panels shall be readily removable 0.125-inch maximum thickness plastic windows or insect screening with thirty-inch maximum kneewalls.
- (iii) The straight slope portion of the roof shall be a minimum of .280-inch thick laminated glass and the curved portion shall be a minimum of 0.125-inch thickness. Alternate materials may be used in place of the glass providing the materials are approved by the Director of Community Development and comply with the City building code requirements.
- (iv) Solariums shall meet the height, wind, and live load requirements of the building code for patio covers.
- (v) The solarium shall be attached to a wall of the main building and no structural changes shall be made to the main building.

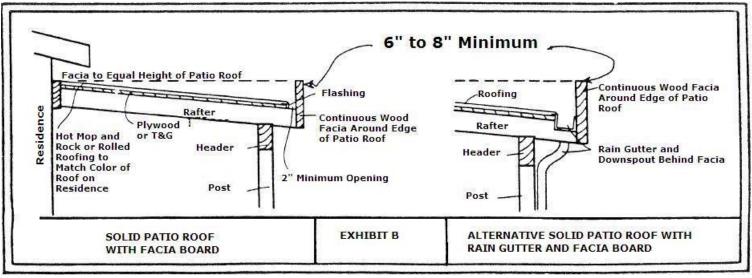


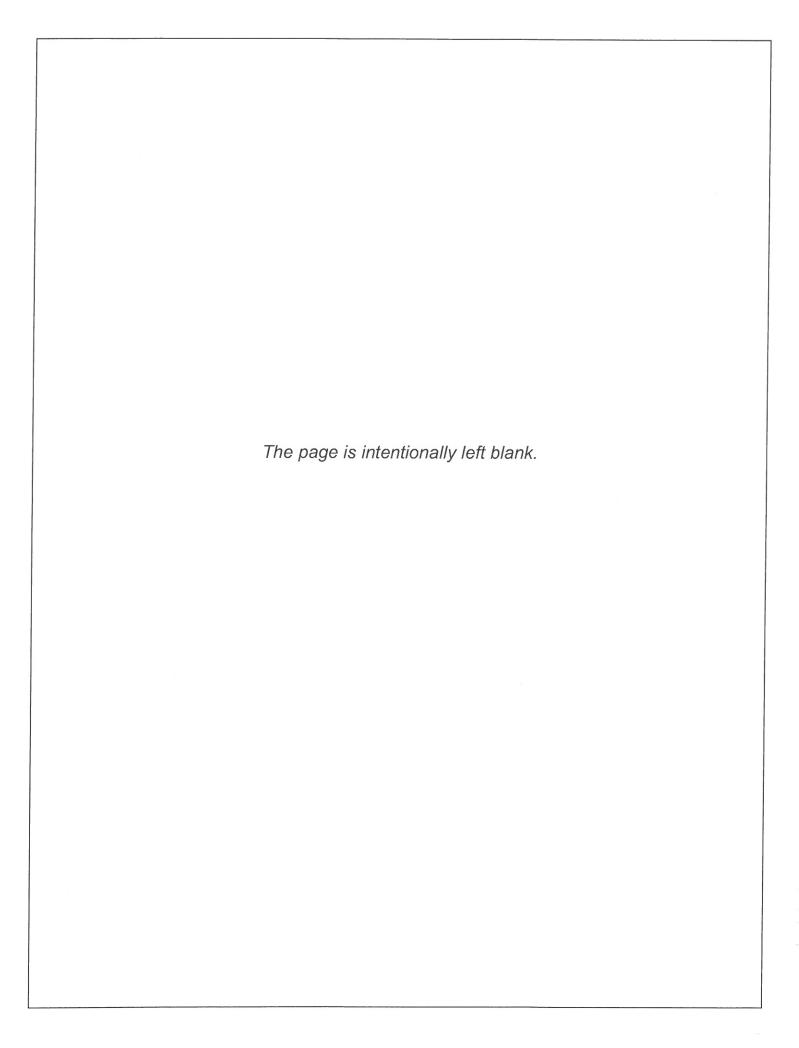
NOTE: For solid roof or enclosed patio structures, the plot plan must also include dimensions of the house and the lot.

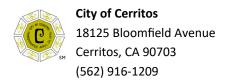
	PATIO COVERAGE CALCULATIONS	
1.	THE SQUARE FOOTAGE OF THE REAR 30 FEET OF THE LOT IS (THE WIDTH OF THE LOT X 30)	sq. ft.
2.	THE SQUARE FOOTAGE OF ANY EXISTING BUILDING ENCROACHMENT INTO THE REAR 30 FEET OF THE LOT IS:	sq. ft.
3.	SUBTRACT LINE 2 FROM 1: (THIS REPRESENTS THE OPEN SQUARE FOOTAGE OF THE EXISTING REAR YARD)	sq. ft.
4.	INDICATE IF THE LOT IS ZONED RS-5000 OR RS-6500: IF THE LOT IS ZONED RS-5000, TAKE 40% OF LINE 3: IF THE LOT IS ZONED RS-6500, TAKE 32% OF LINE 3:	sq. ft.
5.	THE SQUARE FOOTAGE OF THE PATIO STRUCTURE WITHIN THE REAR 30 FEET OF THE LOT IS: (LINE 5 MUST NOT BE LARGER THAN LINE 4).	sg. ft.

	BUILDING COVERAGE CALCULATIONS (for Solid Roof or Enclosed Patio Structures Only)	
6.	THE SQUARE FOOTAGE OF THE LOT IS:	sq. ft.
7.	THE MAXIMUM BUILDING COVERAGE FOR THE LOT IS: IF THE LOT IS ZONED RS-5000, TAKE 45% OF LINE 6. IF THE LOT IS ZONED RS-6500, TAKE 40% OF LINE 6.	sq. ft.
8.	THE SQUARE FOOTAGE OF THE FIRST FLOOR OF THE RESIDENCE (NOT INCLUDING THE GARAGE) IS:	sq. ft.
9.	THE SQUARE FOOTAGE OF THE GARAGE IS:	sq. ft.
10.	THE SQUARE FOOTAGE OF ANY OVERHANGS, PORCHES, AND BALCONIES GREATER THAN 30 INCHES IS:	sq. ft.
11.	THE PROPOSED SQUARE FOOTAGE OF THE PATIO STRUCTURE (LINE 5) IS:	sq. ft.
12.	THE TOTAL BUILDING COVERAGE FOR THE LOT (ADD LINES 8 THROUGH 11) IS: (LINE 12 MUST NOT BE LARGER THAN LINE 7.)	sq. ft.









Department of Community Development

Building and Safety Division

/rff:
(For office use only)
Building Permit #:
Trade Permit #:
Parent Permit#:

Building/Plumbing/Electrical/Mechanical Permit Application

Applicant's Name:			 		
Company Name (if applicable):					
Tel. No:	Email:			Date	:
Job Site Address:					_Suite:
Work Description:					
Is this an owner-builder project?					
 Yes, this is an owner-builder project. 1 and 3 of attached Declaration Form Is the job site address your primary results and the project of the proj	n. residence? ☐ Yes ☐ nsed contractor.)	No (If no, an ow	ner-builder proj	ect is not permi	
Project Valuation:		APN#:			
Project Size (sq.ft.):	Buildings on	Lot:	# of Storie	s	
Construction Types:		Occupa	ncy Groups:		
Type of Permit(s) Requested:	☐ Building	☐ Plumb	ing 🗆 E	lectrical	☐ Mechanical
☐ Owner/Business Name:					
Street Address:					
City:	S1	tate:		Zip Code:	
Telephone Number:	E	mail:			
☐ Contractor Name:		Company:			
Street Address:					
City:	S1	ate:		Zip Code:	
Telephone Number:	E	mail:			
License No:	Class:		Expiration	Date:	
City Business License No:			Expiration	Date:	
(Please fill o	ut attached License	ed Contractor'	s Declaration	Form)	
☐ Architect/Engineer Name:		Company	:		
Street Address:					
City:	S1	ate:		Zip Code:	
Telephone Number:					
License No:					

Building/Plumbing/Electrical/Mechanical Permit Application (continued)

	<u>PLUMBING</u>						
Code	Items	Units	Code	Items	Units		
03	Backwater Valves	Valve(s)	45	Water closet/urinal/bidet	Fixture(s)		
05	Backflow prevention device/sprinkler	Device(s)	47	Water heater	W.H.(s)		
07	Bathtubs/showers	Fixture(s)	49	Water treating equipment (filter, softener)	System(s)		
11	Clothes washer (tray/standpipe)	Fixture(s)	51	Low pressure gas sys. (5 outlets or less)	System(s)		
13	Dishwashers	Fixture(s)	52	Fee for additional outlets >5	Outlet(s)		
15	Drinking fountain	Fixture(s)	53	Medium/high pressure gas system	System(s)		
17	Floor drains	Fixture(s)	54	Additional fee for each outlet	Outlet(s)		
19	Floor sinks	Fixture(s)	55	Gas meter (private)	Meter(s)		
21	Hose bibbs	Fixture(s)	56	Gas regulator	Reg(s)		
23	Interceptor (clarifier)	System(s)	60	Drainage/vent piping repair or alter	System(s)		
25	Lavatories/sinks	Fixture(s)	62	Greywater system	System(s)		
26	Miscellaneous fixture	Fixture(s)	63	Water piping replacement branch/fixture	Fixture(s)		
27	Pressure regulator—prv/water	Device(s)	64	Other water piping < 1 1/2 inches	Line(s)		
29	Roof drains	Fixture(s)	65	Other water piping 2-3 inches	Line(s)		
35	Solar water heating system	System(s)	66	Other water piping > 3 inches	Line(s)		
39	Swimming pool trap and receptor	System(s)					
41	Trap primer	System(s)					

<u>MECHÁNICAL</u>							
Code	Items	Units	Code	Items	Units		
02	Refrig compressor < 100 kbtu	Comp(s)	31	Air inlets/outlets (area)	Sq. Ft.		
03	Refrig compressor 101—500 kbtu	Comp(s)	32	Appliance vent (other)	Unit(s)		
04	Refrig compressor > 500 kbtu	Comp(s)	35	Air handling unit < 2000 cfm	Ahu(s)		
08	Furnace/heater <100 kbtu	Unit(s)	36	Air handling unit 2000—10000 cfm	Ahu(s)		
09	Furnace/heater 101-500 kbtu	Unit(s)	37	Air handling unit > 10000 cfm	Ahu(s)		
10	Furnace/heater > 500 kbtu	Unit(s)	40	Evaporative coolers	Unit(s)		
17	Boiler < 100 kbtu	Boiler(s)	41	Ventilation fan (single register)	Fan(s)		
18	Boiler 101-500 kbtu	Boiler(s)	42	Ventilation system (other)	System(s)		
19	Boiler > 500 kbtu	Boiler(s)	43	Commercial kitchen exhaust hoods	Hood(s)		
20	Fireplace/gas log < 100 kbtu	Appl(s)	44	Spray booth	Booth(s)		
21	Fireplace/gas log 101-500 kbtu	Appl(s)	45	Product conveying duct system	System(s)		
22	Fireplace/gas log > 500 kbtu	Appl(s)	46	Fire dampers	Damper(s)		
30	Air inlets/outlets (each)	Unit(s)	47	Alteration of existing duct system	System(s)		

		:		ELECTRICAL	:			
Code	Items	Quantity	Code	Item Quantity		Code	Item	Quantity
B1	Residential new bldgs. Multifamily	Sq. Ft.	Electri	c Signs		Motor	<u>s</u>	
B2	Residential new bldgs. 1 or 2 family	Sq. Ft.	K1	Signs, outline lgt, one ckt	Sign(s)	JX	Motors, <3hp	Mtr(s)
C1	Swimming pools, new	Pool(s)	K2	Additnl, ckt within the same sign	Sign(s)	JY	Motors, 5hp	Mtr(s)
C2	Spas, hot tubs,	Pool(s)	Power	Equipment Over 3hp and Less Than 10hp		JZ	Motors, 10hp	Mtr(s)
C3	Pool alterations, other type pools	Pool(s)	JA	Heat pumps	Appl(s)	JO	Motors, 15hp	Mtr(s)
D1	Carnival electrical rides or genrtrs	Unit(s)	JB	AC units	Appl(s)	J1	Motors, 20hp	Mtr(s)
D2	Carnival mech rides, displays w/lgt	Unit(s)	JD	Battery chargers	Appl(s)	J2	Motors, 25hp	Mtr(s)
D3	Carnival booth lighting	Unit(s)	JE	Electric water heaters	Appl(s)	J3	Motors, 50hp	Mtr(s)
E1	Temporary service, power pole	Pole(s)	JF	Refrigeration cabinets	Appl(s)	J4	Motors, 100hp	Mtr(s)
E2	Temporary dist system for const	Unit(s)	JG	Electric cooking equipment	Appl(s)	Other	Power Equipment	
E3	Temp pole for xmas tree lots	Pole(s)	JH	Electric heaters	Appl(s)	J7	Pwr eq w/rating > 10hp to <50hp	Pwr
F1	Branch circuits, 120v, 15 or 20a	Ckt(s)	JI	Electric generators	Appl(s)	J8	Pwr eq w/rating > 50hp to <100hp	Pwr
F2	Branch circuits, lighting, 208-277v	Ckt(s)	J6	Other equipment > 3hp—<10hp	Appl(s)	J9	Pwr eq w/rating > 100hp	Pwr
G1	Outlets-lighting, recept, switch	Outlet(s)	Specia	l Electrical Items		Service	es, Panels, Control Panels, Mcc's	
G2	Lighting fixtures	Lgt Ftx(s)	P2	PC residential photo voltaic<10kw		LA	100a panels, services, mcc's	Pnl(s)
G3	Pole mounting light fixtures	Pole Fxt(s)	P3	Inverter res photo volt <10kw		LB	200a panels, services, mcc's	Pnl(s)
G4	Theatrical-type lgt fixtures	Lgt Ftx(s)	P4	PC residential photo volt >10kw<50kw		LC	225a panels, services, mcc's	Pnl(s)
Reside	ential Appliances Less Than 3hp		P5	Inverter res photo volt >10kw<50kw		LD	400a panels, services, mcc's	Pnl(s)
HA	Forced air units (FAU)	Appl(s)	V2	<=10kw electric vehicle supply equip	#Units	LE	600a panels, services, mcc's	Pnl(s)
H1	Electrical ovens	Appl(s)	V3	>10kw electric vehicle supple equip	#Units	LF	800a panels, services, mcc's	Pnl(s)
H2	Garbage disposals	Appl(s)	V4	Fast electric vehicle supple equip	#Units	LG	1000a panels, services, mcc's	Pnl(s)
Н3	Dishwashers	Appl(s)	Transf	<u>formers</u>		LH	1200a panels, services, mcc's	Pnl(s)
H4	Range hoods	Appl(s)	JM	Transformers, <3kva	Xfmr(s)	LI	1600a panels, services, mcc's	Pnl(s)
H5	Washing machines	Appl(s)	JN	Transformers, 15kva	Xfmr(s)	IJ	2000a panels, services, mcc's	Pnl(s)
H7	Exhaust fans	Appl(s)	JO	Transformers, 25kva	Xfmr(s)	LL	3000a panels, services, mcc's	Pnl(s)
Н9	Other residential less than 3hp	Appl(s)	JQ	Transformers, 37.5kva	Xfmr(s)	LM	High voltage panels (over 600v)	Pnl(s)
	esidential Appliances Less Than 3hp		JR	Transformers, 45kva	Xfmr(s)	LN	Other panels, 0 to 399 amps	Pnl(s)
1A	Exhaust fans	Appl(s)	JS	Transformers, 50kva	Xfmr(s)	LO	Other panels, 400 to 1000 amps	Pnl(s)
1B	Electric water heaters	Appl(s)	JT	Transformers, 75kva	Xfmr(s)	LP	Other panels, >1000 amps	Pnl(s)
1C	Lighted showcases	Appl(s)	JU	Transformers, 112.5kva	Xfmr(s)	W1	Cable trays, busways (length)	Feet
1D	Electric drinking fountains	Appl(s)	JV	Transformers, 150kva	Xfmr(s)	M1	Misc conduits & conductors	Unit(s)
1E	Vending machines	Appl(s)	JW	Transformers, 225kva	Xfmr(s)	P1	Haz locations >2000 sf total	Haz
1F	Laundry machines	Appl(s)				R1	Report review fee, # of equip	Eq
J5	Other non-res less than 3hp	Appl(s)	1			R2	High voltage report fee, #equip	HV Eq
			1					

COLUMN 1

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code): Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)

(____) I, as owner of the property, or my employees with wages as their sole compensation, will do (___) all of or (___) portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

(__) I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code. The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contractors for the projects with a license Contractor pursuant to the Contractors' State License Law.).

(__) I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: http://www.leginfo.ca.gov/calaw.html.

Date:		 	 	

COLUMN 2

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force

icense Class License No	
ate Contractor Signature	
WORKERS' COMPENSATION DECLARATION	

WARNING: FAILURE TO SECURE WORKER'S COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO CALL THE LINDRED THOUSAND DOLLARS (\$100,000), IN ADDITION

ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES ARE PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND

ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

____ I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy No.	
------------	--

___ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier	Policy Number	Expiration Date
Name of Agent		Phone Number

___ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions

Signature of Applicant	Date

	COLUMN 3	
OCALITY		
OB ADDRESS		

HAZARDOUS MATERIAL DECLARATIO

Will the applicant or future building occupant handle a hazardou
material or a mixture containing a hazardous material equal to
greater than the amount specified on the hazardous materi
information guide?

_		_	
Will the intended	use of the	building by the	applicant or future
building coursest	require e n	armit for constru	otion or modification

building occupant require a permit for construction or modification from the South Coast Air Quality Management District (SCAQMD)? See permitting checklist for quidelines.

П

Yes □ No □

П

I have read the hazardous materials information guide and the SCAQMD permitting checklist. I understand my requirements under the Los Angeles County Code Title 2, Chapter 220 Sections 220.100 through 220.140 concerning hazardous material reporting and for obtaining a permit from the SCAQMD.

ASBESTOS NOTIFICATION

П	Notification	letter sent to	SCAOMD	or FPA

☐ I declare that notification of asbestos removal is not applicable to addressed project.

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a Construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code)

Lender's Name	
Lender's Address	

By my signature below, I certify to each of the following:

I am the property owner or authorized to act on the property owner's behalf.

I have read this application and the information I have provided is correct.

I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

I authorize representatives of this county to enter the aboveidentified property for inspection purposes.

Signature of Property Owner or Authorized Agent

Date

Signature of Property Owner of Authorized Agent