City of Jacksonville - Department of Public Works
Building Inspection Division

AUTHORIZED AGENT FORM

(*Revised 11/5/2026)*

Instructions: List each authorized agent separately on the lines provided below. Authorized agent signatures do not require notarization, only the contractor's signature MUST be notarized

I/We (print contractor's name) _____ , a contractor holding a valid license and/or registration to do business in the City of Jacksonville, do hereby authorize the following person(s) to act as my agent(s) in submitting permit applications and obtaining permits. If I/we have multiple licenses or registrations, this Agent Authorization Form will apply to all licenses/registrations listed below.

AGENT – PRINT NAME	**AGENT – SIGNATURE**
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____

LIST ALL APPLICABLE LICENSES / REGISTRATIONS BELOW

_____

_____

Notary as to Qualifier

STATE OF FLORIDA
COUNTY OF _____ .
Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of_____ , _____ , by _____(Qualifier).

_____
(signature of Notary Public)

(Print, Type, or Stamp Commissioned Name of Notary Public)
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced _____