



*City of Jacksonville - Department of Public Works
Building Inspection Division*

Property Owner Authorization Form

(Revised 7/27/2026)

Property Owner Information

Property Owner Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Project and Company / Contractor Information

Project Address: _____

Company / Contractor Name: _____

Contractor / MH Installer License Number: _____

Description of Work (attach separate page(s) if necessary): _____

Will you be claiming the Exemption listed in Florida Statute 553.79? ☐ Yes ☐ No

*** To qualify for the exemption under subparagraph 1., the owner or the owner's contractor must submit a written request for exemption to the local enforcement agency with a copy of the contract or other documentation demonstrating the nature and the value of the work to be performed.**

*** A local government has no legal duty to the owner, contractor, or successors or assigns thereof for exempted work performed under this paragraph.**

Will you be using Private Provider Services? *Please select one of the following:*

☐ Yes ☐ No

If using Private Provider Services, fill out the following sections:

☐ By checking the box, I the Fee Owner (Property Owner) authorize the use of the Private Provider or Private Provider Firm on this permit for inspection or plan review or both per Florida Statute 553.791.

* All such services shall be the subject of a written contract between the private provider, or the private provider's firm, and the fee owner or the fee owner's contractor, upon written authorization of the fee owner. The fee owner may elect to use a private provider to provide plans review or required building inspections, or both.

PRIVATE PROVIDER SERVICES TO BE PROVIDED	
☐ Plans Review (Requires PCA & NTBO)	Inspections <u>Mark all that apply</u> (Requires NTBO)
Note: Private Provider to perform all services in each category selected.	☐ Building ☐ Mechanical
	☐ Electrical ☐ Plumbing
	☐ Roofing

Note: Once submitted by the contractor, all information (including plan review and inspection information) that is related to this permit is available at <https://jaxepics.coj.net>.

I, _____, the Property Owner or Authorized Agent (if signing as an agent, a notarized letter of authorization from the property owner must be provided), hereby grant permission to the company listed above to obtain all necessary permits required to perform the scope of work described. I attest this information is true and accurate to the best of my knowledge.

Owner / Agent Signature

Print Name

Date: _____

NOTARY AS TO OWNER / AGENT

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____ in 20 _____,

by _____ .

☐ Personally Known OR ☐ Produced Identification

Type of ID Produced: _____

Notary Signature: _____

Printed Name: _____

My Commission Expires: _____