



City of Jacksonville - Department of Public Works
Building Inspection Division

Property Owner Authorization Form

(Revised 8/6/2026)

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: _____

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

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: _____

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

☐ **Yes** - If yes, Complete page 2. ☐ **No** - I will not be using a Private Provider for Plan Review or Inspections.

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

☐ 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 <i>(Requires a Plan Compliance Affidavit - "PCA" and a Notice to Building Official - "NTBO")</i> Note: The Private Provider to perform all services in each category selected.	Inspections <i>Mark all that apply</i> <i>(Requires a Notice to Building Official - "NTBO")</i> ☐ Building – <i>Mark all required</i> <u>Building inspections below</u> ☐ Electrical ☐ Roofing ☐ Mechanical ☐ Plumbing

<u>REQUIRED BUILDING INSPECTIONS</u>	
<i>Mark all that apply</i> <u>REQUIRED ASSOCIATED PERMITS</u> ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Roofing	☐ Accessibility ☐ Deep Foundation ☐ Dry-In ☐ Drywall Fastening <i>(Shear wall/ceiling)</i> ☐ Elevated Flatwork/Flashing ☐ Fill Cell ☐ Final ☐ Final Curtain Wall ☐ Footing ☐ Framing ☐ Insulation ☐ Lathing ☐ Open Floor Framing ☐ Rated Wall ☐ Roof Sheathing <i>(Comm.)</i> ☐ Roof / Wall Sheathing <i>(Res.)</i> ☐ Slab ☐ Swimming Pool ☐ Threshold Insp Report ☐ Tie Beam ☐ Tilt Wall Panel ☐ Wall Sheathing <i>(Comm.)</i>