



Starke County Planning and Building Department
Starke County Plan Commission
53 East Mound Street
574-772-9133

PROPERTY OWNER AUTHORIZATION FOR AGENT REPRESENTATION

SECTION I: PROPERTY INFORMATION

- **Project Address:** _____
- **Parcel Number:** _____
- **Township:** _____

SECTION II: PROPERTY OWNER INFORMATION

- **Owner of Record:** _____
- **Mailing Address:** _____
- **Phone Number:** _____
- **Email Address:** _____

SECTION III: AUTHORIZED AGENT INFORMATION

- **Agent Name:** _____
- **Company / Business Name (If Applicable):** _____
- **Agent Mailing Address:** _____
- **Agent Phone Number:** _____
- **Agent Email Address:** _____
- **Agent Relationship to Owner:** General Contractor Architect/Engineer Relative
 Other: _____

SECTION IV: SCOPE OF AUTHORIZATION (*Property Owner must initial each statement to grant authority*)

Application Filing: I hereby authorize the above-named agent to submit applications, construction documents, and site plans on my behalf for an Improvement Location Permit (ILP) and/or Building Permit for the property listed in Section I.

Document Execution: I authorize the agent to sign all required permit applications, compliance declarations, and administrative forms associated with this specific project on my behalf.

Correspondence: I authorize the Starke County Planning Commission and Building Department to communicate directly with my agent regarding plan reviews, permit status, inspections, and necessary corrections.

SECTION V: PROPERTY OWNER ACKNOWLEDGMENT & LIABILITY (*Property Owner must initial to acknowledge legal responsibility*)

Ultimate Liability: I understand that while I am authorizing an agent to process the administrative paperwork, I, as the property owner of record, remain legally and financially responsible for ensuring that all work performed on my property strictly complies with Starke County Zoning Ordinances, the Indiana Residential Code, and all other applicable building codes.

Enforcement & Penalties: I acknowledge that any violations, stop-work orders, missed inspection fines, or required remediation resulting from this project will be enforced against the property, and I will be held liable for compliance.

Revocation of Authority: I understand that this authorization remains in effect for the duration of the active permit unless I submit a formal written revocation to the Starke County Planning Commission.

SECTION VI: CERTIFICATION & SIGNATURES I hereby certify under penalty of perjury that I am the legal owner of record for the property listed above, and that the information provided is true and correct.

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____