To Whom It May Concern:

I, the undersigned licensed contractor, authorize my employee, named below, to act on my behalf on the performance of the actions listed below:

***Employee name***: [Jane Smith] Employee

***Title:*** [Permit Specialist]

***Approved Actions***: Act on my behalf on any and all matters and dealing (signing plans, picking up/dropping off applications and permits, paying for necessary documents, etc.) within the State of California.

[Signature of License Holder] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date of signature] \_\_\_\_\_\_\_\_\_\_\_

PRINT LICENSE HOLDER NAME

Contractors State License #: [123456], Class: [TYPE]