



City of Redlands

Building & Safety Division

35 Cajon St., Suite 20

Redlands, Ca 92373

Phone (909) 798-7536

www.cityofredlands.org

WHO CAN PULL A PERMIT?

- **PROPERTY OWNER**

I.D. Required

- **PROPERTY OWNER'S REPRESENTATIVE**

An owner's representative must show that they have permission to pull the permit for the owner. A standard form, known as the "**Authorized Agent Letter**", is available at the front counter. This form letter must be **NOTARIZED** and gives the individual who is not property owner permission to pull the permit on behalf of the owner. Be sure to bring this completed form letter with you when pulling the permit. In addition, the Property Owner must fill out the "**Property Owner's Package Form**", which indicates that the property owner is aware of the liabilities and limitations of owner-builder permits. However, if the property owner is not present to pull the permit then a notary must witness the property owner signing the "**Property Owner's Package Form**".

- **LICENSED CONTRACTOR**

The Contractor must bring with him/her their State Contractor's License number, and certificate of Workers Compensation Insurance.

- **LICENSED CONTRACTOR'S EMPLOYEE**

Must bring with him/her their State Contractor's License number, Certificate of Workers' Compensation Insurance, and an authorization agent letter. A standard form known as the "**Authorized Agent Letter**", is available at the front counter. This form letter must be **NOTARIZED** and gives the individual who is not the Licensed Contractor permission to pull the permit on behalf of the Contractor. Be sure to bring this completed form letter with you when pulling the permit.