



CITY OF AUSTIN
Development
SERVICES DEPARTMENT

Service Center – One Texas Center
 505 Barton Springs Road, Austin, TX 78704; (512) 978-4000

Contractor's Letter of Authorization

Please Fax to Service Center: (512) 974-1226

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)

Please Print Clearly or Type

Date: _____

Contractor Type (select one): General Contractor Electrical Mechanical Plumbing Irrigation

General Contractor Name: _____

Trade Master License Holder Name: _____

GC or Trade Master License Holder Email: _____

Office #: (____) _____ Fax #: (____) _____ Mobile #: (____) _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

State Master Electric License #: _____ State Master Electric Contractor License #: _____

State Master Plumber License #: _____ State Master Mechanical License #: _____

State Master Irrigator License #: _____ State Master Fire Line Contractor License #: _____

Acknowledgement: I authorize the following agents to purchase permits under my license and use my escrow account (maximum of 6 agents). I understand that it is my responsibility to update this *Contractor's Letter of Authorization* form. I understand that if I do not list any agents to pull permits and use my escrow account they will not be authorized until the *Contractor's Letter of Authorization* form is filled out completely and signed by the GC or Master License Holder.

PLEASE NOTE – "Adding Agents" below will result in deletion of previous agents on record, therefore, **all authorized agents must be added below.**

Add and/or delete agents below. If you do not wish to add any agents please select N/A.

Add Agents N/A

First Name: _____ Last Name: _____ Email: _____

First Name: _____ Last Name: _____ Email: _____

First Name: _____ Last Name: _____ Email: _____

First Name: _____ Last Name: _____ Email: _____

First Name: _____ Last Name: _____ Email: _____

First Name: _____ Last Name: _____ Email: _____

Delete Agents

First Name: _____ Middle Initial: _____ Last Name: _____

First Name: _____ Middle Initial: _____ Last Name: _____

First Name: _____ Middle Initial: _____ Last Name: _____

 Signature: General Contractor or Master Licensed Contractor as listed above

 Print Name