



Special Power of Attorney

***For digital submittal, please email this form to digitalpermits@cityoforlando.net**

I, _____ (Name of License Holder), license # _____, hereinafter referred to as the "License Holder," the _____ (title), of _____ (Name of Company), hereinafter referred to as the "Company", hereby appoint the following persons as Attorney-in-Fact of the License Holder/Company, in order to (a) sign and submit building permit applications, (b) obtain building permits, and (c) obtain the certificate of occupancy from the City of Orlando on behalf of the License Holder/Company:

LICENSE HOLDER

Sign: _____

Print Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

Telephone No.: _____

Fax No.: _____

State of _____

County of _____

WITNESSES:

Sign: _____

Print Name: _____

Sign: _____

Print Name: _____

E-mail Address: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, the _____ of _____, a _____ corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ as identification.

Notary Public

Commission Expires: _____

Special Power of Attorney and Requirements

Requirements For Power Of Attorney

1. Signed by the principal with principal's name typed or printed below the signature.
2. Notarized
3. Signed by two (2) witnesses with the name of each witness typed or printed below their signatures.
4. Must contain a specific delegation of authority for the agent to act on behalf of the Principal in applying/signing for and obtaining building permits or otherwise acting for the Principal relating to the subject project or property.
5. Agent must show driver's license when requesting permit.
6. If the Agent will sign any document that is recorded in the public records, then the Power of Attorney must also be recorded in the Orange County public records.
7. If a Durable Power of Attorney, it must contain the following statement:

“This Durable Power of Attorney is not affected by subsequent incapacity of the Principal except as provided in s. 709.08, Florida Statutes.”

THIS DOCUMENT WAS PREPARED AS OF JUNE 13, 2001 AND IS FURNISHED SOLELY FOR THE USE AND RELIANCE OF THE EMPLOYEES AND ELECTED OFFICIALS OF THE CITY OF ORLANDO ACTING IN THEIR OFFICIAL CAPACITY ON BEHALF OF THE CITY AND SHOULD NOT BE RELIED UPON BY ANY OTHER PERSONS.