Example

LETTER OF REPRESENTATION

(Date)

Mr. Zack Millbern
Permit Group Supervisor
Johnson County Wastewater
11811 S. Sunset Drive, Suite 2500
Olathe, KS 66061

RE: Permit Execution Authorization
for __(address)_____

Dear Mr. Millbern:

As owner of the property at _____(building address)____, I authorize (name of individual other than the owner)____ of __(individual's company name)_____ to execute the sewer connection permit for this building on my behalf.

I understand that the conditions of the permit are my contractor's and, ultimately, my responsibility.

Sincerely,

(Type or Print Name of Property Owner)

CC: (Individual and Company Name for person authorized to execute permit)