



City of Galveston

Building Division

building@galvestontx.gov | (409)797-3620 | www.galvestontx.gov

Owner's Authorization Instructions

The Owner's Authorization form is required for confirmation that the owner is authorizing the permit application, either directly or through their agent of record per Galveston County Appraisal District (GCAD).

To establish this authorization for securing a permit, we will need the owner to sign where it says, "Affiant's signature".

- If the owner is a company, print or type the name and title of the company representative where it says "Company authorized representative and position".
- Attach a company resolution or other official document naming the authorized representative of the company.
- Once the Company authorized representative is established and confirmed, then the Company representative can sign the affidavit where it says "Affiant's signature" extending the authorization to a third-party contractor for application of the proposed permit for work.
- To conclude the document, a notary must verify the signature of the affiant where it says, "Notary Acknowledgement".

Owner's Authorization
(Sworn Statement)

Proposed permit location: _____, Galveston, TX

Owner's Name:

(affiant) _____

Phone: _____ Email: _____

Company information:

If the owner is a company, state the name and position of the company representative:

Check the method of proof provided to verify the company representative:

Company Resolution: _____ Other Company Documentation: _____

Is the company resolution or other documentation attached? (yes or no) _____

Proof of ownership documentation: (Provide proof with this affidavit and check all that apply):

Galveston County Appraisal District (GCAD) Property ID: _____ Other: _____ (Attach proof of ownership documentation i.e.: Closing statement, deed, other)

Work proposed:

I/we am/are seeking to secure a Permit for work to be performed at the noted location. The proposed work is described as follows:

Owner or representative statement:

I hereby authorize and appoint: (Name of authorized contractor)

Contractor's phone: _____ Contractor's Email: _____

as the contact person and individual authorized to secure the permit for the above-described work.

Subscribed and sworn to this _____ day of _____, 20____

Affiant's printed name (s) _____

Affiant's signature(s) _____

Notary Acknowledgement:

State of _____ County of _____

On this _____ day of _____, 20____

The affiant(s) (names): _____ personally appeared and acknowledged to me that he/she/they executed this document in their authorized capacity.

_____ Seal:

(Notary Public)

My Commission expires: _____