

Letter Requirements for Business Entities

- Date within 30 calendar days
- The letter must be typed on official Company Letterhead
- Addressed to the Department of Building Inspection or Records Management Division
- DOP Request Property Address
- Name and Title of person signing the letter; including the level of Authorization specifying that they have the Authority to Sign on Behalf of the Property Owner
- Wet Signature / Original

See next page for sample letter

SAMPLE LETTER FORMAT

LETTERHEAD

COMPANY NAME

Current Date – Within 30 Calendar Days

Department of Building Inspection

49 South Van Ness Avenue, Suite 400

San Francisco, CA 94103

RE: [Enter the Requested Property Address Here]

I John Smith verify that I am a Managing Partner of the San Francisco City LLC and as such, I am fully authorized to sign the Affidavit of Owner on behalf of the San Francisco City LLC submitted to the Department of Building Inspection requesting duplication of plans for the above mentioned property.

Wet Signature

John Smith

Managing Partner

San Francisco City LLC