



Certificate of Occupancy Authorization Form to Act on Behalf of a Business Owner

This form remains valid for **180 days** from the date of filing the Certificate of Occupancy application. Should the application date exceed the date of this document, it becomes void. **Digital completion of this form is not permissible.**

This is to Certify that I, _____ am the true individual/Owner of the Business/ Property described below. (Print name of the individual or entity business owner granting authority)

Proposed address of the property that the business intends to occupy:

Name of the business intended to operate at the property:

I FURTHER CERTIFY THAT THE PERSON(S) NAMED BELOW IS/ARE AUTHORIZED TO ACT ON MY BEHALF IN EXECUTING AND PROCESSING AN APPLICATION FOR A DISTRICT OF COLUMBIA CERTIFICATE OF OCCUPANCY RELATING TO THE AFOREMENTIONED BUSINESS ESTABLISHMENT.

Individual(s)/Company authorized to act on behalf of the business owner: Agents Do not pre-fill this section.

Address(es) of individual(s) authorized to act on behalf of the business owner: Agents Do not pre-fill this section.

(Signature of Business Owner)

THIS DOCUMENT MUST BE SIGNED IN INK
IN PERSON IN THE PRESENCE OF A NOTARY
ELECTRONIC SIGNATURES ARE NOT ACCEPTABLE

(Printed name of owner)

(Position or Title of Signing Authorized Personnel)

(Date of Signature)

By signing this form, you hereby declare under penalty of perjury that the foregoing is true and correct. If you are signing on behalf of an entity, you are affirming under penalties of perjury that you are authorized to sign on behalf of the entity. You understand that, under D.C. Official Code§ 22-2405, making a false statement is punishable by criminal penalties, including fines of up to \$1,000, imprisonment of up to 180 days, or both.

Sworn to before me this _____ day of _____ 20_____[]

(Notary Public Seal→)

My Commission Expires: _____ []
DC Code§ 1-1231.03 prohibits a notarial officer from performing a notarial act if the officer is a party to the record or has a direct beneficial interest in the record.