

Silver Estates

1234 Main Street
Glendale, California 91206
(818) 555-1234

September 19, 2013

City of Glendale
Permit Services Center
633 E. Broadway, Room 101
Glendale, CA 91206

To Whom It May Concern:

Authorization is hereby granted to _____ (Name of owner), owner of
condominium unit _____ (Unit Number), to secure the necessary permit(s) to perform the work
described below:

- Exterior window replacement
- Reroofing
- Replacement of exterior plaster or siding
- Kitchen remodel
- Bathroom remodel
- Other (describe): _____

This authorization shall expire one year from the date of this letter.

Approved by:

(Signature)

(Print Name)

(HOA Officer/Title)

(Telephone Number)