Building Department
3750 Olson Drive
Daytona Beach FL, 32124

Last Updated:
8/10/26

Instructions: Fill out the form electronically, from the VCS Website, with the details below. Upon completion, print the form so the qualifier (license holder) and notary can sign it in Blue Ink . One form per project.

AUTHORIZED AGENT FORM

I, [_____] [Qualifier Name], with

[_____] [Company Name], hereby authorize and appoint

[_____] [Authorized Agent Full Name], as my Authorized Agent. The aforementioned agent has the authority to act on my behalf in all matters related to submitting the online permit application and required documents to the School District of Volusia County under

State of Florida DBPR license [_____] [License #]. The aforementioned agent will be the only person completing the permit application via the SagesGov online portal to obtain a permit associated with the project below. I further understand that this form is NOT the equivalent to a Power of Attorney and will not be used as such.

PROJECT INFORMATION

Company Name: _____

VCS Project Number (Numbers Only): _____

Project Title: _____

School/Facility: _____

Qualifier's Signature: _____ **Date:** _____

Notary Seal/Stamp in box

Notary Signature _____

Notarized Date: _____