



CITY OF SAN MATEO
COMMUNITY DEVELOPMENT DEPARTMENT

330 W. 20th Avenue
San Mateo, CA 94403
www.cityofsanmateo.org
(650) 522-7000

**CHILD CARE FACILITIES FUND
PROPERTY OWNER ACKNOWLEDGEMENT OF TENANT IMPROVEMENTS**

An application for a building permit will be submitted for tenant improvements on your property to establish a child care facility funded in part by the City of San Mateo. This Property Owner Acknowledgment of Tenant Improvements requires your acknowledgement and approval of the design plans and building permit application. The tenant shall enter the information in the table and must provide the form to the property owner for signature. This form will be required to submit to the Building Division when submitting the permit applications, and the tenant shall submit a copy of the completed document to childcarefacilitiesfund@cityofsanmateo.org.

Project Address	
Scope/Description of Work	
Name of Tenant	
Name of Licensed Contractor	
Contractor License Number	

I hereby authorize the tenant's designated contractor to apply for, sign, and file the documents necessary to obtain a permit for the described project.

Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented at time of application submittal to verify the property owner/owner's agent signature.

PROPERTY OWNER/PROPERTY AGENT
SIGNATURE

DATE

PRINTED NAME

TITLE