

SUBCONTRACTOR CONFIRMATION LETTER

(To be printed on subcontractor's company letterhead.)

Date: _____

Town of Aberdeen
Inspections Department
115 N. Poplar Street
Aberdeen, North Carolina 28315

Inspection Department:

This letter will serve to authorize that _____'s (contractor/not subcontractor) authorized representative be allowed to sign the permit for any work we will be doing for them that lists our company as a subcontractor for any projects which _____ (contractor/not subcontractor) is applying for and purchasing the Building Permit on which our company is listed as the subcontractor through the following date: _____ (must enter date).

Subcontractor's Signature

Date

Company

Complete Address

Phone Number

NC License Number

**All of the above information must be subscribed
and sworn or affirmed to before a Notary Public.**

Sworn to and subscribed to before me this _____ day of _____, _____.

My Commission Expires: _____

Notary Public

(A Notary Public is available in the Aberdeen Inspections Department if needed.
Inspection Department requires original notarized letter.)