

Owner Agent Designation form:

An example of how to correctly fill out the Owner Agent Designation form is below. The Owner's designated agent can be the design firm, individual design professional, tenant, property management company, or any other entity. The example below uses the design firm.

All fields on the form must match. Please make sure the owner that fills out and signs the form matches the owner on the confirmation page, and that the printed name and signature matches Boxes 11 and/or 12.



Texas Department of Licensing and Regulation Architectural Barriers Project Details Page

Project #: TABS2019006772

Registration Date: 3/12/20

<https://www.tdlr.texas.gov/TABS/Projects/TABS2019006772>

PROJECT

Project Name:
Project Number:
Facility Name:
Location Address:

Location County:
Start Date:
Completion Date:
Estimated Cost:
Type of Work:
Type of Funds:
Scope of Work:

Square Footage:
Are the private funds
provided by the tenant?
Current Status:

PERSON FILING FORM

Contact Name:

RAS

RAS Name:
RAS #:
RAS Address:

RAS Phone:

OWNER

Owner Name: **Acme, Co.**
Owner Address: **123 Main St., San Antonio, TX 78200**
Owner Phone:

TENANT

Not Assigned

DESIGN FIRM

Design Firm Name: **Wright Architecture**
Design Firm Address: **123 Broadway St., San Antonio, TX 78200**
Design Firm Phone:

Registered accessibility specialists (RAS) set and collect the fees for their services. Contact the RAS directly if you have questions about their performing plan review or inspection services.

In accordance with 16 TEX. ADMIN. CODE §68.52, the owner of a building or facility must obtain an inspection from a RAS no later than the first anniversary of the completion of construction. A request for inspection must be made by submitting a written request for inspection to the RAS no later than 30 calendar days after the completion of construction.



TEXAS DEPARTMENT OF LICENSING AND REGULATION
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OWNER AGENT DESIGNATION

16 Texas Administrative Code §68.10(11) provides that a designated agent is an individual designated in writing by the owner to act on the owner's behalf. 16 Texas Administrative Code §68.10(18) provides that the owner is the person or entity that holds title to the subject building or facility.

FORM MUST BE COMPLETED IN FULL

PLEASE PRINT OR TYPE

PROJECT INFORMATION			
1. Project Name:		2. TDLR Project #:	
3. Building or Facility Name:			
4. Address:	Suite #:	City:	Zip Code:

OWNER'S DESIGNATED AGENT INFORMATION			
5. Name: Frank Lloyd Wright		6. Company/Firm: Wright Architecture	
7. Address:	City:	State:	Zip Code:
8. Phone Number: () () ()	9. Fax Number: () () ()	10. Email:	

BUILDING OR FACILITY OWNER (Person or Entity That Holds Title to Property)			
11. Name: John Smith		12. Company/Firm: Acme, Co.	
13. Address:		City:	State: Zip Code:
14. Phone: Phone Number: () () ()	15. Fax Number: () () ()	16. Email:	

DESIGNATION AND SIGNATURE	
If an owner chooses to designate an agent to act on the owner's behalf, per 16 Texas Administrative Code §68.10(11), the owner must do so in writing.	
I, <u>John Smith</u> , designate <u>Wright Architecture</u> as my agent and authorized (Print Owners Name) (Print Designated Agents Name)	
representative to act on my behalf, entrusted with all responsibilities of ensuring compliance with the provisions of the Texas Government Code, Chapter 469. I understand that despite this designation, I remain responsible for compliance with the Act per 16 Texas Administrative Code §68.10(18).	
<u>John Smith</u> Owners Signature	_____ Date