

Subcontractor Confirmation Letter
(To be on your letterhead stationary)

Date: _____

Town of Southern Pines
Inspections Department
180 SW Broad Street
Southern Pines, NC 28387

Inspections Department:

This letter will serve to authorize that _____ (contractor)'s 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) is applying for and purchasing the Building Permit on which our company is listed as the subcontractor through the following date: _____.

Subcontractor's Signature

Date

Company

Address

Phone Number

NC License Number

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

Notary Public

My Commission Expires: _____

**ALL INFORMATION MUST BE FURNISHED TO VALIDATE THE ABOVE RECORD
OF SUBCONTRACTOR FILE FOR THE TOWN OF SOUTHERN PINES.**