

**SUBCONTRACTOR CONFIRMATION LETTER**  
(To be printed on your company letterhead)

Date \_\_\_\_\_

Town of Pinebluff  
Inspections Department  
325 E. Baltimore Ave.  
Pinebluff, North Carolina 28373

Inspections Department:

This letter will serve to authorize \_\_\_\_\_ (contractor)'s  
authorized representative be allowed to sign the permit for any work we will be doing  
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.

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(A Notary Public is available in the Pinebluff Town Hall if needed)