



Dear Building Owner or Legal Authorized Representative,

The tenant or Lessee of the building, or designated space in the building you own or manage, has submitted to the City of Phoenix an application for placing the building or space under the Annual Facilities Program (AFP) for the next year.

The City of Phoenix needs written authorization from the owner or his/her duly appointed manager, stating that he or she has received a copy of the AFP informational packet and understands that the AFP permit, Section 117 of the Phoenix Building Code, is being implemented on this building or space and that stated Owner or Manager authorizes the program installation.

Note:

All work requiring a building permit, for the building or space and for the duration of the AFP permit, shall be submitted through the Annual Facilities Program.

If you have any questions, or need assistance, please feel free to contact the Annual Facilities Program at 602-262-7501.

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This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.