



Dear Building Owner or Legal Authorized Representative,

The tenant or Leasee 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 Permit 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 116 of the Phoenix Construction 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 Permit Program.

If you have any questions, or need assistance in any way please feel free to contact me (602) 534-1205.

Dan Fleming
Annual Facilities Program Supervisor