

ATTENTION APPLICANTS

All appeals to the Board of Building Standards and the Accessibility Advisory Board must be accompanied by an **authorization statement** from the PROPERTY OWNER or PROPERTY MANAGER.

The authorization statement must be written on the PROPERTY OWNER'S or PROPERTY MANAGER'S letterhead stationary and it must:

1. Certify that you are authorized to file an appeal with the Department of Licenses & Inspections.
2. Include the name, mailing address, and telephone number of the PROPERTY OWNER or PROPERTY MANAGER.

You will NOT be scheduled for a hearing without an accompanying authorization letter. Letters from a tenant or lessee are not acceptable.

This policy does not apply when the applicant is also the property owner.

SAMPLE AUTHORIZATION LETTER

(LETTERHEAD)
(MAILING ADDRESS)
(TELEPHONE NUMBER)

I/WE are the legal owners or property manager of _____(address).

I/WE hereby authorize _____(applicant) to file an appeal for a variance from certain provisions of the Philadelphia Building and Occupancy Code.

MY/OUR correct mailing address and telephone number is indicated above.

Signature: _____ Date: _____

Print Name: _____