



# CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

BUILDING DIVISION – 4<sup>TH</sup> Floor

Telephone: 607 274-6508 Fax: 607 274-6521

## PERMISSION FORM

This form is to be completed by a property owner/agent naming an authorized person to have permission to accompany Building Division staff and receive EPMO e-mail notification for the properties listed below. The completed form must be filed with the Ithaca Building Division prior to scheduling an appointment or receiving an e-mail notification.

**Please indicate if the property is currently for sale. (Check one) YES NO**

I, (please print) \_\_\_\_\_ am the owner/agent

of the property located at: \_\_\_\_\_

(list additional properties on separate sheet)

in the City of Ithaca, New York, and give permission to the person named below to schedule inspections,

enter, show, and accompany the Building Division staff at the above property.

This agreement shall be valid from: \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

**Please note it is the Building Division's policy not to enter a tenant's space without 24 hours notice.**

I hereby grant permission to: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address) (City / State / Zip)

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_  
(Date)

Signature of Owner / Agent: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address) (City / State / Zip)

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Please return the completed form with original signatures to the Building Division.