



Department of Transportation

Ydanis Rodriguez, Commissioner

DATE:

Department of Transportation
Highway Inspection and Quality Assurance
55 Water Street, 7th floor
New York, NY 10041

To Whom It May Concern:

I, _____, the owner of the premises located at
_____, Borough: _____

Block: _____ Lot: _____, give permission to _____ to install
a canopy at said location. I also give permission to _____ to
maintain a canopy at said location.

Additionally, I agree that a canopy maintenance permit and proper insurance must be obtained and
maintained for the life of the canopy at the aforementioned location.

[property owner print]

[property owner signature]

[date]

PROPERTY OWNER: Please submit this letter along with the Canopy Authorization application and any/all supporting documents to the borough
office of the canopy location.

Table with 5 columns: Bronx, Brooklyn, Manhattan, Queens, Staten Island. Each column contains address and phone number for the respective borough office.

Sworn to before me
on this ___ day of _____, 20___

Notary Public
My commission expires on