



Department of Transportation

POLLY TROTTENBERG, Commissioner

DATE:

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

To Whom It May Concern:

I, [property owner's name], the owner of the premises located at [address where canopy will be installed], Borough: [borough]

Block: [block] Lot: [lot], give permission to [name of canopy installer] to install

a canopy at said location. I also give permission to [name of canopy maintainer] 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]

Sworn to before me on this [day] day of [month], 20[year]

Notary Public
My commission expires on [date]