



A NEW DAY.

**CITY OF JACKSONVILLE
PROPERTY ACCESS AUTHORIZATION**

Pursuant to *Jacksonville Municipal Ordinance Code Section 518.136*, no inspections, maintenance, repairs and/or alterations may be conducted on the condemned property without active authorization from the Municipal Code Compliance Division.

Date: _____

Property Owner's Name: _____

Violation Property Address: _____

Real Estate Number: _____ Case Number (if known): _____

Email (required): _____

Phone Number (required): _____

The purpose of an access pass is to allow the owner of a Condemned or Unsafe structure(s) time to achieve compliance in accordance with Chapter 518, Property Safety and Maintenance Code. No person, including the owner, may enter the structure(s) without an active access pass.

Passes are issued in increments of time not to exceed 30 days. Upon expiration of the pass, a Code Compliance Officer will visit the property to document progress and perform an assessment. The property owner must facilitate a reasonable date and time for an interior and exterior inspection of the structure.

If the Officer finds that the property has not been brought into compliance at the time of inspection, then a new pass must be obtained within five business days from the date of expiration, or the case will proceed towards demolition. The progress required at each inspection will be outlined in the sections below.

Prior to the issuance of an access pass, the owner or their contractor must obtain relevant building permits from the Building Inspections Division. Failure to obtain the applicable permits will constitute grounds for application denial.



Section 1: In the section below, please state your strategy for compliance. Compliance may be achieved either through rehabilitation or demolition. If rehabilitation, please briefly outline your proposed strategy.

Section 2: Please select the timeframe that you require for your access pass. Only one option may be selected.

- 24 hours
- 5 days
- 15 days
- 30 days

Section 3: In the section below, please state the progress that you intend to make over the duration of this access pass, should it be granted. The requirements must be relevant to the violations for which you have been cited. Failure to list relevant requirements will be grounds for application denial. Note that **all** requirements must be executed to their completion in order to receive a passing assessment from the Code Compliance Officer.

Please note that the property may only be accessed between the hours of 7am and 7pm. Should an access authorization be issued, it must be posted on site at all times for the duration of your pass.



Section 4: In the section below, please provide any supplemental information that you feel may support your application. This may include, but not limited to, reasons for deterioration of the structure, prior inability to comply the violations, or future intentions for the property.

Section 5: Please provide proof of ownership with your application upon submission.

If contractors or other personnel are expected to be present on site, please list their names below.

If the owner is unable to complete this form, please include an executed and notarized Power of Attorney document with the application, listing the names of all parties authorized to act on behalf of the property owner on the document.

Party 1: _____

Party 4: _____

Party 2: _____

Party 5: _____

Party 3: _____

Party 6: _____

Section 6: Please read each statement below and initial on the line to declare your understanding of the conditions of the access pass, should it be granted.

- ❖ _____ I understand that I am responsible for obtaining a new access pass within 1 week of the expiration of my current pass.
- ❖ _____ I understand that only the person(s) listed on this written documentation are authorized on the premises.
- ❖ _____ I understand that failure to facilitate a reasonable date and time for an interior/exterior inspection of the structure(s) will constitute failure of the conditions of the access pass.



- ❖ _____ I understand that failure to fulfill **any** of the conditions of this access pass may result in a failed assessment, which may result in the structure(s) being demolished without further notice.
- ❖ _____ I understand that a lien will be placed on the property for any costs incurred by the City until the structure(s) are brought into compliance.

Owner assumes all responsibility for any injury or death.

Signature: _____

Printed Name: _____

Once you have completed this form, ensure that the following information is present. Please initial next to each item that you have included:

- ❖ _____ The completed application- signed.
- ❖ _____ Proof of ownership of the subject property.
- ❖ _____ Any supporting or supplemental documentation.
- ❖ _____ Power of Attorney documentation- signed and notarized. (If applicable)

Upon completion, please mail or hand deliver your application packet to the following address. **EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

**Municipal Code Compliance Division
C/O Access Authorization
214 North Hogan Street, 7th Floor
Jacksonville, FL. 32202**

You will be notified via email address of the approval or denial of your request. **Please allow three business days for processing and response**, excluding federal holidays.