



City of Elmira
Inspection Services Department
Phone: (607) 737-5653
<http://www.ci.elmira.ny.us>

101 W. Second St.
Elmira, NY 14901
Fax: (607) 733-5235

Application for a Letter of Compliance

Applications for Letters of Compliance must be returned to Inspection Services a minimum of thirty days prior to the date of initial inspection.

I _____ do hereby give the City of Elmira Inspection

Services Department permission to inspect the property located at:

_____ Elmira, New York _____
Address Zip Code

for purposes of obtaining a "Letter of Compliance".

The contact person's name, address, and telephone number are:

- The Building Inspector will contact the person named above to schedule a date and time for the inspection.
- A violation notice, if necessary, will be delivered certified mail to the current property owner with a copy to the contact person named above.
- After violation(s) have been corrected, the owner or contact person shall contact the inspector to schedule a date and time for re-inspection.
- Upon compliance of a violation(s), a letter of Compliance will be issued to:

Name

Address

A \$30.00 filing fee is required for one and two family dwellings.

A \$60.00 filing fee is required for three or more dwelling units.