Date: [Insert Date]

[Owner/Applicant Name]
[Company Name, if applicable]
[Mailing Address]
[City, State, Zip Code]

RE: ISSUANCE OF PARTIAL BUILDING VACANCY PERMIT ENDORSEMENT

Property Address: [Insert Property Address]

Permit Number: [Insert Permit/Reference Number]

Specific Area/Units Vacated: [Insert Description of Vacant Space, e.g., 3rd Floor, Suite B]

To [Name of Owner/Applicant],

This letter serves as formal notification that your application for a Partial Building Vacancy Permit Endorsement for the above-referenced property has been reviewed and officially approved.

The Department has verified that the specified portion of the building meets the requirements for vacancy status as outlined in [Insert Local Ordinance/Code Section]. This endorsement is subject to the following conditions:

- The vacant area must be secured against unauthorized entry.
- All essential fire protection systems must remain operational in the occupied and unoccupied sections.
- The owner must maintain the exterior of the property in compliance with local maintenance codes.
- [Insert Additional Condition 1]
- [Insert Additional Condition 2]

This endorsement is valid until [Insert Expiration Date]. If the status of the occupancy changes or if construction commences in the vacant area, you are required to notify this office within [Number] days.

Please keep a copy of this endorsement on-site and available for inspection by city officials upon request.

Sincerely,

[Signature]
[Printed Name]
[Title/Department]

[Phone Number]
[Email Address]