



A NEW DAY.

**CITY OF JACKSONVILLE  
MUNICIPAL CODE COMPLIANCE DIVISION  
PROPERTY ACCESS AUTHORIZATION APPLICATION**

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: \_\_\_\_\_

Tenant/Lessee Name (if applicable): \_\_\_\_\_

Unsafe/Condemned Property Address: \_\_\_\_\_

Real Estate Number: \_\_\_\_\_

(Note: Real Estate Numbers can be located using the below webpage and entering the property address.)

<https://maps.coj.net/duvalproperty/>

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.

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.

Passes are issued in time increments of 24 hours to 30 days, unless otherwise approved by the Municipal Code Compliance Division. Prior to the 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.

The property owner or their contractor must obtain all required permits from the Building Inspections Division for any work requiring a permit. Failure to apply for and obtain any required permits may constitute grounds for application denial.

**Section 1:** 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

Does the property owner intend to demolish the structure or rehabilitate the structure? Please select the appropriate box below.

- Demolish
- Rehabilitate

**Section 2:** 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. Note that **all** requirements must be executed to their completion in order to receive a passing assessment from the Code Compliance Officer.

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**Section 3:** 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.

Party 1: \_\_\_\_\_

Party 4: \_\_\_\_\_

Party 2: \_\_\_\_\_

Party 5: \_\_\_\_\_

Party 3: \_\_\_\_\_

Party 6: \_\_\_\_\_

**Section 4:** Please read the 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. Only the person(s) listed on this written documentation are authorized on the premises. 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. 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.

**Please note that the property may only be accessed between the hours of 7am and 7pm, 7 days a week. Should an access authorization be issued, it must be posted at all times on site for the duration of your pass. Owner assumes all responsibility for any injury or death.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*If the property 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.*

Upon completion, please mail or hand deliver your application packet to the following address.

**Municipal Code Compliance Division  
C/O Access Authorization  
214 North Hogan Street, 7<sup>th</sup> 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.

10/2/2024