

SAMPLE PERMIT REQUIRED LETTER
(Submit on Agency Letterhead)

(Date)

City of Philadelphia: Child Care Facilities Fund
Public Health Management Corporation
Attn: Brandi Carpenter
LM 500, Lower Mezzanine, West Tower
1500 Market Street
Philadelphia, PA 19102

(Agency Name) has been informed by its contractor that the intended scope of work for *(Site Name)*, *(Site Address)*, would require a permit.

If awarded CCFF funding, the permit would take approximately *(insert length of time)* to acquire from the City of Philadelphia:

I understand that this is one of the requirements of the City of Philadelphia: Child Care Facility Fund and that if I am unable to acquire a permit for my project, I will need to identify a different eligible project for CCFF funding.

Sincerely,

Signature (Board Chair/Owner)

Printed Name (Board Chair/Owner)

Agency Name (Board Chair/Owner)

Agency Address

Agency Phone Number