



Engineer's Letter

May be submitted for various reasons: sign off on inspections for work done without a permit, missed inspection (work completed on active permit without inspection), clarification for an inspection, minor change that does not require a revision, i.e. material change, etc.....

- Accepted in the following forms;
 - Paper permits must submitted in paper form.
 - Electronic permits must be uploaded to permit
- Letter must contain the following info:
 - Must be on Letterhead
 - Date of letter
 - Permit number
 - Address of project
 - Contractor/Owner
 - Type of inspection
 - Date of inspection
 - Description of the problem and cause
 - Product approval numbers, if needed
 - Wording shall include EOR/AOR taking full responsibility for inspections listed and is in full compliance with the FBC 2020 7th edition
 - EOR/AOR letter digitally signed and sealed if electronic or signed and sealed with raised seal or watermark if paper

Processing:

- **Paper permits:**
 - In EnerGov, assign the inspection to the appropriate Plans Examiner and enter the note "Engineers letter receive at counter"
 - Date stamp and initial the letter
 - Place letter in blue folder for Chief Inspector/Chief Plans Examiner and log it on the clipboard.
- **Electronic permits:**
 - In EnerGov, assign the inspection to the appropriate Plans Examiner and enter the note "Engineers letter uploaded in files."