



## **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 over the counter
- Letter must contain the following info:
  - Address
  - Permit # (if wrong permit # listed, can be revised on letter by CSR)
  - On letterhead
  - Can be raised seal or electronic seal

### **Processing:**

- In CRW – Note under Chronology in Misc. Notes – “Engineers letter received”
- Date stamp and initial the letter
- Place letter in blue folder for Chief Inspector/Chief Plans Examiner and log it on clipboard