



City of Albany
Division of Buildings & Regulatory Compliance
City Hall
Room 303
Albany, NY 12207
Phone (518) 434-5165
Fax (518) 434-6015

ARCHITECT'S/ENGINEER'S LETTER

THIS MUST BE COMPLETED AND SUBMITTED WITH APPLICATION & PLANS:

I, _____ A NEW YORK STATE LICENSED

- ARCHITECT
 PROFESSIONAL ENGINEER

HAVE BEEN RETAINED BY THE OWNER OR DEVELOPER TO MAKE PERIODIC INSPECTIONS, OBSERVATION, AND REPORTS OF THE BUILDING (TYPE) _____

LOCATED AT _____

AT REGULAR INTERVALS IN ORDER TO FILE A CERTIFICATE OF COMPLETION WITH THE DIVISION OF BUILDINGS & REGULATORY COMPLIANCE OFFICE STATING THAT, BASED ON THOSE PERIODIC INSPECTIONS (OBSERVATIONS) THE BUILDING OR STRUCTURE HAS BEEN COMPLETED IN ACCORD WITH THE APPROVED DRAWINGS, SPECIFICATIONS AND ADDENDA THERETO, INSOFAR AS STRUCTURAL, FIRE, HEALTH AND LIFE SAFETY ARE CONCERNED, OR SHALL STATE ANY DEFECTS OF WHICH I AM AWARE.

DATE _____

Signature of Architect or Engineer _____

ADDRESS: _____ ZIP _____

PHONE: () _____

Sworn to before me

This _____ day of _____, 19____

Notary Public _____ County