

Town of Ashland  
PO Box 129  
Ashland, NY 12407  
Phone - 518-734-3636

**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, OBSERVATIONS, AND REPORTS OF THE  
BUILDING (TYPE) \_\_\_\_\_  
LOCATED AT \_\_\_\_\_  
TAX ID# \_\_\_\_\_

AT REGULAR INTERVALS IN ORDER TO FILE A CERTIFICATE OF  
COMPLETION WITH THE DIVISION OF BUILDING & CODES 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.

\_\_\_\_\_  
Signature of Architect or Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_ County \_\_\_\_\_