



## **Engineer Letter Guideline**

### **1. Purpose and Code Basis**

Under FBC Section 110.1 work requiring inspection must remain accessible and exposed until inspected and approved. Covering work without inspection prevents code compliance verification. In such cases the Building Official may require corrective action, including the removal and reopening for a visual inspection or may request the utilization of a professional Engineer to sign and seal a letter verifying compliance.

The engineer's letter becomes part of the permit record and is reviewed for compliance to supplement the field inspection as the work has been concealed.

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### **2. When an Engineer's Letter Is Acceptable**

An engineer's letter may be accepted when:

- The permitted work was concealed before a required inspection was obtained, and the Building Official authorizes the use of a licensed professional engineer.
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### **3. Professional Qualifications of the Engineer**

- Must be a Florida-licensed Professional Engineer (PE) in good standing.
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### **4. Minimum Required Components of the Letter**

The letter must be on firm letterhead and include the following elements:

#### **A. Administrative & Project Info**

1. Permit number
  2. Project address
  3. Date of letter
  4. Name of contractor and owner
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#### **B. Inspection Details**

5. Type of inspection that was missed
  6. Reason the inspection was missed (brief explanation)
  7. Date of engineer's inspection
  8. Specific items inspected (detailed list)
  9. Product approval / NOA of products installed
  10. Method(s) used to inspect/verify existing work
    - Physical opening of covered work
    - Non-destructive forensic investigation
    - Exploratory exposure
    - Measurement, photographic documentation, etc.
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#### **C. Compliance Statement**

10. Code references and design criteria used to determine compliance



11. Statement verifying compliance with the applicable code and approved plans, along with the statement "To the Best of My Knowledge and Belief..." including "indemnifies and holds the City of Cape Coral harmless from any claims for injuries and damages to persons and property".
12. Digitally signed and sealed (Electronic Signatures (Ss. 668.001-668.006) or signed and sealed with raised seal or watermark if paper.

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## 5. Acceptance of Engineer's Letter

Submission of an engineer's letter does not guarantee acceptance or approval of the missed inspection.

Pursuant to Florida Building Code, Chapter 1 (Administration), the Building Official has the authority and discretion to determine whether alternative methods of verification are acceptable when required inspections are missed. The Building Official is not required to accept an engineer's letter in lieu of a required inspection for concealed or covered work.

The Building Official may require, at their discretion:

- Removal of finishes or coverings to expose the work for inspection
- Partial or full demolition to verify compliance
- Additional inspections or testing
- Re-inspection of the work prior to approval

Engineer letters are reviewed as supplemental documentation only and may be rejected if the Building Official determines that compliance with the Florida Building Code and approved plans cannot be reasonably verified without visual inspection of the work.

Acceptance of an engineer's letter does not relieve the contractor of responsibility for missed inspections or code compliance, nor does it waive the Building Official's authority to enforce the code.