

YOUR COMPANY NAME (*Header optional*)

[DATE]

Brian Craigo
Deputy Building Official
South Central Regional Construction Code Council
5058 West Main Street
Houma, LA 70360

SUBJECT: [PROJECT NAME]
Special Inspection Requirements for Cast-In-Place Deep Foundations

ATTN: South Central Regional Construction Code Council

Please note that the owner or owner's agent for this project shall employ a special inspector to provide inspections during the construction of cast-in-place deep foundation elements for this project in accordance with Section 1704 of the 2015 International Building Code (IBC 2015).

Upon completion of cast-in-place deep foundation, a final inspection report shall be prepared by the special inspector and submitted to the owner or owner's agent. A copy of the report shall be forwarded to the "Engineer of Record" for review. The report shall include all records of inspections and documentation of corrective action taken to resolve any discrepancies. Upon review and acceptance of the report, Engineer of Record will prepare and issue to you a final letter of verification, verifying the construction of the cast-in-place deep foundation in accordance with approved plans and special inspection requirements per IBC Table 1705.8. Copies of those records and the engineer's Letter of Verification shall be submitted to the building department (SCPDC) upon completion of foundation work.

Sincerely,

[PROFESSIONAL OF RECORD/CONTRACTOR/ OWNERS AGENT]