

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 Helical Pile Installation

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 helical pile installations for this project in accordance with Section 1704 of the 2015 International Building Code (IBC 2015).

Upon completion of piling installation, 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 driving records, inspection reports, 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 compliance verifying the installation of the pilings, as per plan, based on his/her review of all the documents listed below and any additional inspection performed. Copies of those documents (listed below) shall also be provided.

- Copy of helical pile driving logs
- Copy of pile test and inspections by piling agency
- Numbered pile layout plan
- Geo-tech Report

Sincerely,

[PROFESSIONAL OF RECORD/CONTRACTOR/ OWNERS AGENT]