

Design Professional Letters (Architects and Engineers) - Minimum Criteria for Acceptance

Regarding letters from design professionals with the intent to certify new construction that has been placed or condition of existing building or structure elements & components exposed during construction activities or delineated through non-destructive testing, the following will serve as a minimum criteria for acceptance.

The letter at minimum will need to include:

- Address of the building or structure being reviewed by the design professional.
- Any applicable permit numbers or current violations issued.
- A detailed description of the existing building or structure system(s), element(s) or component(s) being reviewed.
- Listing of the Indiana construction code(s) involved with specific reference(s) to the code provision(s) applicable to the system(s), element(s) or component(s) being reviewed for conformance with such codes as required by the Indiana General administrative Rules (GAR) and local ordinances.
- Evidence that the design professional visited the site personally on a specific date followed by a detailed description of the condition of the system(s), element(s) or component(s) being reviewed as was observed and documented during the time they were on site. Any photographs and subsequent calculations referenced in the letter should also accompany the letter.
- If, based upon visual observations, field dimensions and calculations, the design professional concludes that the reviewed system(s), element(s) or component(s) meet(s) or exceed(s) applicable code minimum requirements, then a written statement as such shall be provided.
- If, based upon visual observations, field dimensions and calculations, the design professional concludes that the reviewed system(s), element(s) or component(s) are of an unacceptable condition and/or do not meet the applicable code minimum requirements, then a detailed description explaining steps required to make corrections or repairs along with necessary calculations, drawings, schematics and photographic documentation as needed shall be provided.
- A&E letters for uninspected work covered up must provide empirical evidence that supports their claims (i.e., x-ray, scoping, thermal imaging or coverings being removed with photographic evidence).
- Design professional's written name, signature, date and Indiana stamp/seal to be provided on the letter.