

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 FOR ANY HOME OTHER THAN MODULARS**

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  
OCCUPANCY WITH THE DIVISION OF BUILDING & CODES OFFICE STATING  
THAT, BASED ON THOSE PERIODIC INSPECTIONS (OBSERVATIONS) THE  
BUILDING OR STRUCTURE HAS BEEN COMPLETED IN ACCORDANCE 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, Engineer

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Telephone

Sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

NYS STAMP