



ALLEN COUNTY, INDIANA BUILDING DEPARTMENT

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JOHN E. CAYWOOD, Building Commissioner

January 2, 2019

Memorandum

When an Architect/Engineer letter is required for structural damage:

Any structure involved in a fire, vehicle strike, structural storm damage and any work completed without proper permits/inspections will require a letter from an Engineer or Architect licensed in the state of Indiana. The letter shall bear the official stamp and license number of the design professional creating the letter. The letter must contain a description of the damage as it relates to the structure, detailed instructions on how the repairs must be made and specifications on what materials shall be used in making cited repairs.

Architectural renderings shall be supplied as needed or requested by the Building Department.

Respectfully,

George Smith
Assistant Building Commissioner
260-449-7613