

**Appendix II - Attachment A of SI Manual**  
**Letter of Footing and Foundation SER assuming responsibility**  
**of PEMB SER**

Note: Please reproduce the sample letter below on your letterhead, and submit the original hard copy to PWCSIS as it applies to your project by filling the blanks and without making changes. If you are not using a letterhead, please provide your contact information.

Date: \_\_\_\_\_

Special Inspections Section  
Prince William County  
Building Development Division  
5 County Complex Court, Suite 120  
Prince William, VA 22192

Project Name:  
Project Address:  
Building Permit #: BLD \_\_\_\_\_

Dear Sir/Madam:

**Subject: Letter assuming the responsibility as Structural Engineer of Record (SER)  
for Pre-engineered Metal Building (PEMB)**

I, Mr./Ms. \_\_\_\_\_, P.E. am the SER for the Footing and Foundation of the above-referenced project.

By this letter, I am assuming the role of the SER for the entire building. I will make site visits during the construction of the structure and review and approve the Final Report of Special Inspections upon completion of the special inspections elements specified in the Statement and Schedule of Special Inspections.

Dated Sealed and Signed by SER

cc: The Owner

**Appendix II - Attachment B of SI Manual**  
**Letter of SIER accepting the County approved geotechnical report**

Note: Please reproduce the sample letter below on your letterhead, and submit the original hard copy to PWCSIS as it applies to your project by filling the blanks and without making changes. If you are not using a letterhead, please provide your contact information.

Date: \_\_\_\_\_

Special Inspections Section  
Prince William County  
Building Development Division  
5 County Complex Court, Suite 120  
Prince William, VA 22192

Project Name:  
Project Address:  
Building Permit #: BLD \_\_\_\_\_

Dear Sir/Madam:

**Subject: Geotechnical Report Review**

I, Mr/Ms. \_\_\_\_\_, P.E., of \_\_\_\_\_, am the SIER for the above referenced project. I have reviewed the Geotechnical report dated, \_\_\_\_\_, prepared by Mr./ Ms. \_\_\_\_\_, P.E. of \_\_\_\_\_, the GER of the project. I take responsibility for implementing the findings and recommendations in the geotechnical report<sup>1</sup>.

Respectfully,

Dated Seal and Signed by SIER

<sup>1</sup> If the SIER takes exceptions to any part of the geotechnical report, he/she needs to identify those items which will be evaluated for any design implications.

**Appendix II - Attachment C of SI Manual**  
**AR/SER list of shop drawings and other structural submittals**

Note: Please reproduce the sample letter below on your letterhead, and submit the original hard copy to PWCSIS as it applies to your project by filling the blanks and without making changes. If you are not using a letterhead, please provide your contact information.

Date: \_\_\_\_\_

Special Inspections Section  
Prince William County  
Building Development Division  
5 County Complex Court, Suite 120  
Prince William, VA 22192

Project Name \_\_\_\_\_  
Project Address \_\_\_\_\_  
Building Permit #: BLD \_\_\_\_\_

Dear Sir/Madam:

**Subject: List of Shop Drawings**

As the SER for the referenced project, I require the following shop drawings and submittals for my review and approval:

- Rebar shop drawings for footings, slabs and foundation walls
- Structural Steel
- Masonry Product Data
- Concrete Mix Design
- Grout and Mortar Mix Design for Load Bearing Masonry
- Manufacturer's specifications for SFRM
- Manufacturer's specifications for EIFS
- Others: \_\_\_\_\_

Dated Sealed and Signed by SER

cc: The General Contractor

## Appendix II - Attachment D of SI Manual Request for waiver of preconstruction meeting

Note: Please reproduce the sample letter below on your letterhead, and submit the original hard copy to PWCSIS as it applies to your project by filling the blanks and without making changes. If you are not using a letterhead, please provide your contact information.

Date: \_\_\_\_\_

Special Inspections Section  
Prince William County  
Building Development Division  
5 County Complex Court, Suite 120  
Prince William, VA 22192

Project Name:  
Project Address:  
Building Permit #: BLD \_\_\_\_\_

Dear Sir/Madam:

**Subject: Request for Waiver of Preconstruction Meeting**

This is to request for waiver of preconstruction meeting for the above-referenced permit based on the fact that a meeting for a similar project, Permit # BLD \_\_\_\_\_, involving the same parties, was held on (mm/dd/yyyy) which is within the last six (6) months.

The parties involved are:

1. The Contractor representative:  
Address:  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
2. The Special Inspections Engineer of Record:  
Address:  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
3. The Structural Engineer of Record:  
Address:  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. The Architect of Record:  
Address:  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sincerely,

cc. AR, SIER, SER & Contractor

**Appendix II - Attachment E of SI Manual**  
**Letter of Engagement of SIER to perform Third Party**  
**Inspections**

**Note:** Please reproduce the sample letter below on your letterhead, and submit the original hard copy to PWCSIS as it applies to your project by filling the blanks and without making changes. If you are not using a letterhead, please provide your contact information.

Date: \_\_\_\_\_

Special Inspections Section  
Prince William County  
Building Development Division  
5 County Complex Court, Suite 120  
Prince William, VA 22192

Project Name:  
Project Address:  
Building Permit #: BLD \_\_\_\_\_

Dear Sir/Madam:

**Subject: Letter of Engagement to Perform Third Party Inspections**

This is to confirm that [*Name of Company*], have been hired by the Owner, \_\_\_\_\_  
\_\_\_\_\_, on the above referenced project  
to perform inspections and testing. I, Mr/Ms/ Dr. [*Name of County approved Third Party*  
*Inspections Engineer*], P.E., will be the Special Inspections Engineer of Record (SIER)  
for the project and will be certifying the project upon completion. The detailed scope of  
work, resumes and certifications of technicians and the laboratory accreditation  
certificate of the testing agency are attached herewith.

Respectfully,

Dated Seal and Signature of SIER

Attachments:

cc: The Owner

## Appendix II - Attachment F of SI Manual AR/SER Letter of Authorization

Note: Please reproduce the sample letter below on your letterhead, and submit the original hard copy to PWCSIS as it applies to your project by filling the blanks and without making changes. If you are not using a letterhead, please provide your contact information.

Date: \_\_\_\_\_

Special Inspections Section  
Prince William County  
Building Development Division  
5 County Complex Court, Suite 120  
Prince William, VA 22192

Project Name:  
Project Address:  
Building Permit #: BLD \_\_\_\_\_

Dear Sir/Madam:

Subject: **Letter of Authorization**

This is to authorize Mr/ Ms/Dr. \_\_\_\_\_, P.E. to represent the undersigned for the above referenced project at:

- Preconstruction meeting
- Site visits
- Review shop drawings

However, I, Mr/ Ms/ Dr \_\_\_\_\_, P.E., the SER for the project, will review and approve the Final Report of Special Inspections submitted by the Special Inspections Engineer of Record upon completion of the special inspections elements specified in the Statement and Schedule of Special Inspections.

Dated Sealed and Signed by SER

**Appendix II - Attachment G of SI Manual**  
**The Owner's Letter for Change of Special Inspections**  
**Engineer of Record**

Note: Please reproduce the sample letter below on your letterhead, and submit the original hard copy to PWCSIS as it applies to your project by filling the blanks and without making changes. If you are not using a letterhead, please provide your contact information.

Date: \_\_\_\_\_

Special Inspections Section  
Prince William County  
Building Development Division  
5 County Complex Court, Suite 120  
Prince William, VA 22192

Project Name:  
Project Address:  
Building Permit #: BLD \_\_\_\_\_

Subject: **Letter of Change of Special Inspections Engineer of Record**

Dear Sir/Madam:

I, Mr./Ms./Dr. \_\_\_\_\_, the Owner of the above-mentioned project have replaced Mr. \_\_\_\_\_, P.E., by Mr. \_\_\_\_\_, P.E., as the new Special Inspections Engineer of Record as of mm/dd/yyyy. The new SIER is on the List of Approved Third Party Engineers.

Dated and Signed

**Appendix II - Attachment H of SI Manual**  
**Letter Assuming the Role as the New Special Inspections**  
**Engineer of Record**

Note: Please reproduce the sample letter below on your letterhead, and submit the original hard copy to PWCSIS as it applies to your project by filling the blanks and without making changes. If you are not using a letterhead, please provide your contact information.

Date: \_\_\_\_\_

Special Inspections Section  
Prince William County  
Building Development Division  
5 County Complex Court, Suite 120  
Prince William, VA 22192

Project Name:  
Project Address:  
Building Permit #: BLD \_\_\_\_\_

Subject: **Letter Assuming the Role as the New Special Inspections Engineer of Record**

Dear Sir/Madam:

I, Mr./Ms./Dr. \_\_\_\_\_, P.E., have been hired by the Owner of the above-mentioned project as the new Special Inspections Engineer of Record as of mm/dd/yyyy. I have been involved and I am familiar with the work that has been carried out to-date on this project.

Upon completion of the Special Inspections items, I will sign off on the Final Report of Special Inspections without taking any exceptions.

Dated Sealed and Signed by SIER

cc: The Owner  
The General Contractor



## Appendix II - Attachment I of SI Manual Format of SER/AR Shop Drawing Review / Approval Stamp

<b>APPROVAL FOR DESIGN CONCEPT</b>		
<input type="checkbox"/> <b>APPROVED</b>	Final Approval. Fabrication may proceed on work as shown.	
<input type="checkbox"/> <b>APPROVED AS NOTED</b>	Fabrication may proceed based on corrections indicated.	
<input type="checkbox"/> <b>DISAPPROVED</b>	Fabrication may not proceed. Revisions shall be made and submitted for further check.	
<p>Approval is only for general conformance with the design concept of the project and compliance with information given in the contract documents. The contractor is responsible for dimensions to be confirmed and correlated at the job sites, for information that pertains solely to the fabrication processes or to techniques of construction, and the coordination of his work of all trades.</p>		
<b>BY</b> _____ <i>(Initials)</i>	<b>DATE</b> _____	<i>(Company)</i>