



ALLEN COUNTY, INDIANA BUILDING DEPARTMENT

200 E. Berry Street/Suite 180 FORT WAYNE, INDIANA 46802-1299 PHONE: (260) 449-7131
George M. Smith, Allen County Indiana Building Commissioner

Memorandum

An Architectural/Engineer letter will be required if:

- A structure is involved in a fire
- A structure is involved in a vehicle strike
- A structure sustains structural storm damage
- Any work completed without proper permits/inspections
- Any work that would deviate from the current code requirements

Any of these items listed above will require a letter from an Engineer or Architect licensed in the state of Indiana. The letter shall include all of the following information:

- Official stamp and license number of the Design Professional that created the letter
- Description of the damage as it relates to the structure
- Detailed instructions on how the repairs must be completed
- Specification on what materials shall be used in making the cited repairs.

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

George Smith
Building Commissioner