

COMPANY LETTERHEAD  
ADDRESS, TELEPHONE & FAX #

**TEMPLATE SI-5-A – FINAL REPORT COVER LETTER**

Date:

**Final Report**

Project Name:

Project Address:

Permit / Application No.:

**SPECIAL INSPECTION NAME** performed and completed the special inspection services and testing for the **PROJECT NAME** project and all work requiring special inspection was inspected, reported and found to be in compliance with the approved construction documents, the IBC and CLV requirements. **SPECIAL INSPECTION AGENCY NAME** performed required special inspection for Items \_\_\_\_\_ **SUBCONTRACTED AGENCY** performed required special inspection for Items \_\_\_\_\_

All inspections performed by **SUBCONTRACTED AGENCY** were reviewed and accepted by **SPECIAL INSPECTON NAME**.

Any items not in conformance, unresolved items or any discrepancies in inspection coverage shall be specifically itemized in this report.

Attached for your review are the daily inspection reports, testing results, and other applicable reports.

All required inspections and tests were fulfilled and reported to the best of my knowledge and are in conformance with the approved design drawings, specifications, approved change orders/revisions and the applicable workmanship provisions of the IBC.

I certify that I have reviewed this Final Report and found it to be accurate, true and complete to the best of my knowledge.

REGISTERED DESIGN PROFESSIONAL  
SEAL HERE

