

# **SAMPLE CONSULTANT'S LETTER OF RETENTION**

## **(To Be Placed on CONSULTANT'S Letterhead)**

Date: **(Date)**

Nassau County Department of Health  
Bureau of Environmental Engineering  
200 County Seat Drive  
Mineola, NY 11501

Re: **(Name of Project and its Location)**

To Whom It May Concern:

This is to certify that I, **(Name of P.E. of R.A.)**, of **(Name of firm and mailing address)** have been retained by **(Name of Owner or Corporation Name)** of **(Mailing Address)** to prepare plans and specifications; submit the necessary papers; represent the owner in matters of Nassau County Department of Health permits and/or local permits; regarding the construction of the **(Indoor/Outdoor Pool(s), Spray Park, etc.)** at **(Site Address)**.

It is my understanding that any changes whatsoever from the approved plans must first be approved in writing by the Nassau County Department of Health before said changes are effected on site.

Within thirty (30) days of completion of construction, I will submit to the Nassau County Department of Health, certification of full construction compliance to the plans and amendments thereto, as approved by the Nassau County Department of Health.

Respectfully submitted,

**(Signature)**

**(Printed Name of P.E. or R.A.)**

**(Seal of P.E. or R.A.)**