

SAMPLE OWNER'S LETTER OF RETENTION

(To Be Placed on Owner'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 Owner, or Corporation Officer and Title)**, of **(Name of Corporation and mailing address)**, **(telephone number)** have retained the services of **(Name of P.E. or R.A.) of (Name and Mailing Address of firm)** 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.

I will not permit the operation of the **(Indoor/Outdoor Pool(s), Spray Park, etc.)** until such time as all applicable permits have been issued, a certification of full construction compliance has been submitted by **(Name of P.E. or R.A.)** and found to be acceptable by the Nassau County Department of Health, and a Nassau County Department of Health operations inspection has been successfully completed at the site.

Respectfully submitted,

(Signature)

(Printed Name and Title)