



Osceola County Building Office  
1 Courthouse Square, Suite 1400  
Kissimmee, Florida 34741  
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## **Requirements for Engineer/Architect Letter including Testing Reports**

The following are requirements from the Osceola County Building Office for Engineers and/or Architect letters. This list of requirements is to be included on all inspection reports, chlorination reports, mechanical systems test & balance reports, bolt torque and weld reports, threshold reports, repairs, missed inspection, alterations, changes to plans, after-the-fact inspections and permits, etc.

1. Permit Number
2. Address
3. Date
4. Contractor
5. Owner
6. Description of the problem and cause
7. Description of the solution
8. Was an inspection completed (in-person, by video, or pictures)
9. How was the solution derived and what method and means were used (physical inspection, experimental procedures, opening of the structure for inspection access, deconstruction inspection, sonar, X-ray, pull test, sampling, calculations, etc.)
10. How was code compliance determined?
11. Was a post-repair inspection completed?
12. Any additional inspection requirements
13. Attachments (drawings, photos, details, results, acknowledgments, literature cited, etc.)
14. Signature and seal