

Company Letter Head

(Sample Letter)

Request for a deferred submittal of the Truss plans

Project Address: _____

Date: _____

To: Development Services Department

Dear Sir,

We are requesting a deferred submittal for the Engineered Truss detail and layout plans. We will provide two complete sets signed and sealed by a Structural Engineer as listed on the Texas State Board of Professional Engineers website along with errors and omissions insurance in the amounts required by city ordinance. These plans will be provided PRIOR to any inspection being performed by the city after the foundation.

Should you have any questions please call: _____

Sincerely,

(Type Name below signature)