

Sample Letter of Introduction for SDE Inspections

City of Floodville

Department of Building Inspections

1212 River Road

Floodville, NY 14008

September 8, 2013

Dear Structure Owner or Occupant:

The bearer of this letter is on official business for the City of Floodville during the hours between 8:00 AM and 6:00 PM, Monday through Saturday.

As a result of the flooding that occurred between September 3 and 4, 2013, City staff will be inspecting buildings throughout the community for evidence of Substantial Damage. This evaluation is required by our Floodplain Management Ordinance dated April 8, 2005. These inspections apply to all structures within the 100-year floodplain as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), Panels 0100 through 0350 for Floodville dated June 19, 2008.

The inspectors will require approximately 30 minutes for a residential inspection and from 30 to 90 minutes for non-residential buildings to inspect for interior and exterior damage. They will record the required information used by the Floodville Department of Building Inspections for making Substantial Damage determinations. After the City has completed the determination process, a written determination will be mailed to the owners of the inspected structures.

Please be advised that all repairs, reconstruction, and new construction are subject to the provisions of the Floodville Building Code and may require a permit. Construction activities conducted without a proper permit may be considered non-compliant and may result in daily fines and/or the removal of the non-compliant construction.

If you refuse admittance to the inspectors, your address will be provided to our City Attorney for processing of a formal legal request to inspect the structure during normal business hours.

Questions regarding the inspection process may be directed to me or Mr. William Jones of the Department of Building Inspections at 888-999-1212 between the hours of 7:30 AM and 5:00 PM, Monday through Friday or e-mailed to william.jones@floodville.ny.gov.

Sincerely,

Lisa Donaldson, Chief Inspector
Department of Building Inspections
888-999-0000
lisa.donaldson@floodville.ny.gov