



INTER-OFFICE MEMORANDUM

TO: Building Inspections Department, Contractor Licensing Division
Attn: Judy Hardy or designee

FROM:

DATE:

RE: License Confirmation of Compliance

The attached AScope of Work@summary and list of license(s), certification(s), and/or registration(s) are provided by _____. Review for compliance to State Statute 489.
(firm name or department name)

Sign and return to the purchasing agent listed above.

1. Concur:

Signed _____

Title _____

2. Changes Suggested:

3. Not under the Authority of the Building Official: _____

Signed _____

Title _____

OF0115