

# Sample Letter of Supervision

COMPANY'S NAME (PLEASE COPY AND PLACE ON COMPANY'S LOGO)

DATE

Mr. Jimmy C. Davis, Chief Building Inspector  
Urban Development Department  
City of Mobile  
P.O. Box 1827  
Mobile, Alabama

Dear Mr. Davis:

**RE: Project Name – Project Address– Letter of Supervision**

Construction drawings and documents for the above-referenced project have been submitted for review. The above-referenced project will be constructed within the City of Mobile, Alabama. This letter is to verify that the appropriate drawings and specifications for the project were prepared by design professionals listed below.

The registered or licensed design professionals listed below are responsible to provide complete design services in their respective discipline, including construction administration services. Where there is no work proposed for a trade or discipline, it will be noted as not applicable. However, where work is proposed for a trade or discipline, I understand that permits will be required by the respective contractor(s).

Architect: \_\_\_\_\_ Civil Engineer: \_\_\_\_\_

Structural Engineer: \_\_\_\_\_ Electrical Engineer: \_\_\_\_\_

Plumbing Engineer: \_\_\_\_\_ Mechanical Engineer: \_\_\_\_\_

Other Consultant: \_\_\_\_\_ Other Consultant: \_\_\_\_\_

Sincerely,

Name  
Title  
Company

SEAL