

## Appendix 6. PEO Standard Project Completion Notice Template

*(Note: This letter to be printed on the engineering firm's letterhead)*

Building Department  
Town of Anywhere,  
Anywhere, Ontario LOL OLO  
Attention: Chief Building Official

Re: Project XYZ  
Building Permit No.:  
Our File No.:

Dear Sir/Madam:

During the course of construction of the above project, personnel from our firm carried out periodic site reviews of *[structural, mechanical, electrical]* work in accordance with the requirements of Division C, subdivision 1.2.2 of the *Ontario Building Code* and the requirements of section 2 of Ontario Regulation 260/08, made under the *Professional Engineers Act, 1990*, as amended. These reviews were conducted following the procedures described in the *Professional Engineers Ontario Guideline for Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code*.

On the basis of these reviews *[and the basis of reports submitted to our firm by independent testing and inspection firms]* it is our opinion that the work is in general conformity with the drawings and specifications prepared by *[DEF Engineering]* under the professional seal of *[designer's name]*, P.Eng., which formed the basis for issuance of the building permit and any changes thereto authorized by the Chief Building Official with the exception of the following: *(List deficiencies, uncompleted work, or warranty items outstanding at the time of final visit)*.

Yours truly,

XXXXXXXX, P.Eng.  
ABC ENGINEERING

XX:am

