

Village of Old Westbury  
Sample Architect's Certification Letter Format:

**Architect's Letterhead**

Date:

Mr. Michael Malatino  
Superintendent of Buildings and Public Works  
Incorporate Village of Old Westbury  
1 Store Hill Road  
Old Westbury, NY 11568

Re: Resident's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Dear Mr. Malatino,

This is to certify that all phases of construction for the new home *and or* addition/alteration, at \_\_\_\_\_, Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_, were constructed as per the submitted and approved plans to the Old Westbury Building Dept. This project conforms to the NY State Residential Code, International Building Code and the Village's allowable volume, zoning ordinance, structural design, strapping, hold downs, and Energy Code requirements.

Very truly yours,

**Architect Signature and Seal**