

SAMPLE OWNER'S LETTER OF RETENTION

(To Be Placed on Owner's Letterhead)

Date: **(Date)**

Nassau County Department of Health
Bureau of Environmental Engineering
200 County Seat Drive
Mineola, NY 11501

Re: **(Name of Project and its Location)**

To Whom It May Concern:

This is to certify that I, **(Name of Owner, or Corporation Officer and Title)**, of **(Name of Corporation and mailing address)**, **(telephone number)** have retained the services of **(Name of P.E. or R.A.) of (Name and Mailing Address of firm)** to prepare plans and specifications; submit the necessary papers; represent the owner in matters of New York State Department of Environmental Conservation and Health permits and/or local permits; inspect the excavation, construction and backfilling operations for the installation of an **(Aboveground and/or Underground) (Name of product(s))** storage tank(s).

It is my understanding that any changes whatsoever from the approved plans thereto for storage tank(s) must first be approved in writing by the Nassau County Department of Health before said changes are effected on site.

I will not permit any product to be stored in said tank(s) until such time as all applicable permits have been issued, and a certification of full construction compliance has been submitted by **(Name of P.E. or R.A.)** and found to be acceptable by the Nassau County Department of Health.

Respectfully submitted,

(Signature)