



TITLE 24 SAMPLE RELEASE LETTER

YOUR COMPANY LETTERHEAD

City of Milpitas
Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035

Attention: Chief Building Official

Subject: Final Inspection
Project Name
Street Address
Milpitas, CA 95035

Dear Sir:

I have "personal knowledge" the construction of the above project complies with the California Code of Regulations, Title 24, Part 6, 2007 California Energy Code, and the Title 24 Energy Compliance Forms approved by the Building and Safety Department.

*Enclosed are statements from the mechanical, plumbing, electrical, and insulation contractors also stating their work complies with the above.

Very truly yours,

**Owner
**General Contractor
**Design Architect
**Design Engineer
**Independent Inspection Agency

Title

*This may be omitted if the general contractor certifies all trades work.

**Letter must be signed by a representative by one of these.