



Incorporated Village of Lake Grove  
Office of the Fire Marshal  
E-mail: FireMarshal@LakeGroveNY.Gov

**Attention All Permit Applicants**

Effective **December 1, 2022**, the Village of Lake Grove Fire Marshals Office requires that an attestation letter from the engineer or architect be included with all submittals.

The letter shall be on their professional business letterhead, shall be addressed to the Lake Grove Fire Marshal and shall include, at a minimum, the following information:

- Date
- Project name, address and description
- Stamp and signature
- NYS License#/Registry #
- Narrative (see sample below)

*This letter shall serve to certify that the seal and signature appearing on the accompanying design drawing for a wet fire sprinkler system to be altered at ABC Associates, which is an interior alteration for a new restaurant at 132 Middle Country Road in Lake Grove, NY 11755 is my seal and signature as an engineer. If you have any questions regarding this matter, please do not hesitate to contact my office.*

All stamps shall be legible and readable. All signatures shall be original. Facsimile or copied signatures shall NOT be accepted.

No submittals will be reviewed without this document.