



# TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS TO:

DATE: \_\_\_\_\_

\_\_\_\_\_  
Firm Name of Project's Lead Design Professional

<b>OWNER/ENTITY NAME :</b>			
Address:		Phone:	
		Email:	
<b>ARCHITECT FIRM NAME :</b>			
Address:		Phone:	
		Email:	
<b>STRUCTURAL ENGINEER FIRM NAME :</b>			
Address:		Phone:	
		Email:	
<b>MECHANICAL ENGINEER FIRM NAME:</b>			
Address:		Phone:	
		Email:	
<b>ELECTRICAL ENGINEER FIRM NAME:</b>			
Address:		Phone:	
		Email:	
<b>OTHER CONSULTANT NAME</b>			
Address:		Phone:	
		Email:	
<b>PROJECT NAME:</b>			
<b>LEAD DESIGN PROFESSIONAL:</b>		<b>BID PACKAGE#:</b>	
<b>OWNER PROJECT#:</b>		<b>PHASE#:</b>	
<b>IS THIS SUBMITTAL:</b> For an Open-End O/A Agreement project? For a Project with Bid Pkgs/Phases?		Counties where project's submittal is located:	
<b>BUILDING:</b>	Number of Stories:	Square Footage:	Sprinklered:
<b>DATA:</b>	Type of Construction:	Type of Occupancy:	
<b>BID DATE:</b>		<b>DOCUMENTS SUBMITTED:</b>	
<b>WRITTEN RESPONSE TO PREVIOUS SUBMITTAL:</b>			
<b>ARCHITECT &amp; ENGINEER SEALS</b> (Final and Revised Final submittals only): <ul style="list-style-type: none"> <li>The specification cover sheet must bear the primary design professional's seal. The seals, dates, and signatures of all engineering disciplines must appear in the project manual.</li> <li>All architectural drawings, addenda, ASIs, ASDs, additional specifications, etc., must bear the architect's seal.</li> <li>All engineering drawings, addenda, ASIs, ASDs, additional specifications, etc., must bear the seals, dates, and signatures of all engineering discipline</li> </ul>			
<b>SUBMITTED BY:</b>		<b>SIGNATURE:</b>	
<b>PROJECT COMMENT LETTER:</b>			
<b>ARCHITECT/ENGINEER:</b>		<b>EMAIL:</b>	
<b>OWNER:</b>		<b>EMAIL:</b>	