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| **TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS to:** | ACCS Form 4-A |

Firm Name of project's

lead design professional.  Date:

|  |  |
| --- | --- |
| Owner Entity Name and Address:  Phone #: Email: | Architect Firm Name and Address:  Phone #: Email: |
| Structural Engineer Firm Name and Address:  Phone #: Email: | Mechanical Engineer Firm Name and Address:  Phone #: Email: |
| Electrical Engineer Firm Name and Address:  Phone #: Email: | Other Consultant Name and Address:  Phone #: Email: |
| **PROJECT NAME (include** lead design professional and Owner project numbers, and Phase or Bid Package numbers): | |
| Is this submittal: For an Open-End O/A Agreement project? • Yes | * No. For a project with bid pkgs/phases? • Yes • No. |
|  |
| Specify county(ies) where this project's submittal is located: |
| **BUILDING** Number of Stories , Sq. Ft. , Sprinklered: • YES • NO | |
| **DATA:** Type of Construction , Type of Occupancy | |
| **BID DATE:** (Month/Day/Year) • To be determined | |
| **DOCUMENTS**  **SUBMITTED: •** Schematic • Preliminary • Final |  |
|  |
| Written response to previous submittal: • Yes • N/A | |
| **ARCHITECT & ENGINEER SEALS (Final and Revised Final submittals only):**   * 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. * All architectural drawings, addenda, ASIs, ASDs, additional specifications, etc., must bear the architect's seal. * All engineering drawings, addenda, ASIs, ASDs, additional specifications, etc., must bear the seals, dates, and signatures of all engineering disciplines. | |
| **SUBMITTED BY:** | |
| Architect / Engineer printed name Architect / Engineer signature | |
| **PROJECT COMMENT LETTER**:  Architect / Engineer Owner | |
| email address email address | |