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

Firm Name of project's

lead design professional.  Date:

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| --- | --- |
| 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.
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|   |
| 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.
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| **SUBMITTED BY:** |
| Architect / Engineer printed name Architect / Engineer signature |
| **PROJECT COMMENT LETTER**:Architect / Engineer Owner |
| email address email address |