

REQUEST FOR PLAN REVIEW

➤➤ TO HELP US SERVE YOU BETTER, PLEASE FILL OUT THIS FORM COMPLETELY. ◀◀

PROJECT INFORMATION:

REQUESTED REVIEWS:

From: Client Name: _____
 Address: _____
 Telephone: _____
 Email/ Fax: _____
 Submitted by: _____

- Building
- Electrical
- Elevator
- Energy
- Fire Alarm
- Fire Code
- Kitchen Hood & Duct
- Mechanical
- NFPA 101 Life Safety
- Plumbing
- Quote

Project: **Project Name:** _____
Permit #: _____
 Address: _____

- Single Family
 - Building
 - Electrical
 - Energy
 - Mechanical
 - Plumbing
- Sprinkler
- _____
- Three (3) Day Review*
 *additional charge applies

Project Contact: Name: _____
 Address: _____
 Telephone: _____
 Fax/Email: _____

Bill To: Name: _____
 Address: _____
 Telephone: _____
 Fax/Email: _____

Copy To: _____

PLANS DISPOSITION: AFTER ALL REVIEWS/INSPECTIONS ARE COMPLETED, PLEASE:

- Return plans & specifications **which comply**
- Return **ALL** plans & specifications received
- Discard all** plans upon completion of reviews
- HOLD** Plans till project completion

SPECIAL INSTRUCTIONS:

Signature

Date

➤➤ PLEASE SUBMIT ONE COMPLETE SET FOR ALL SUBMITTALS OF CONSTRUCTION DOCUMENTS. ◀◀