

REQUEST FOR PLAN REVIEW

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

PROJECT INFORMATION:

FROM: Client Name: _____
 Address: _____
 Telephone: _____
 Fax: _____
 Submitted by: _____

PROJECT: Project Name: _____
 Address: _____

PROJECT Name: _____

CONTACT: Address: _____
 Telephone: _____
 Fax/Email: _____

BILL TO: Name: _____
 Address: _____
 Telephone: _____
 Fax/Email: _____

COPY TO: Name: _____
 Fax/Email: _____
 Name: _____
 Fax/Email: _____

REQUESTED REVIEWS:

- Building
- Electrical
- Elevator
- Energy
- Fire Alarm
- Fire Code
- Kitchen Hood & Duct
- Mechanical
- NFPA 101 Life Safety
- Plumbing
- Quote
- Renovation
- Single Family
 - Building
 - Electrical
 - Mechanical
 - Plumbing
- Sprinkler
- _____
- Three (3) Day Review*
 *additional charge applies

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

- Return plans & specifications **which comply**
- Return **all** plans & specifications
- Discard all** plans & specifications after 30 days
- Stamp** plans

SPECIAL INSTRUCTIONS: _____

Signature

Date

➤➤ PLEASE SUBMIT ONE COMPLETE SET OF CONSTRUCTION DOCUMENTS. <<<