



Construction Administration Services

Date: _____

Project Name: _____

Project Address: _____

Section 34-2-39 of the Code of Alabama grants the Board for Registration of Architects (BOA) the power and authority to make and adopt bylaws, rules and regulations. The BOA has created rules and regulations regarding construction administration services as follows:

100-X-5-.06 Construction Administration.

- (1) On a project where a building permit has been issued and the sealing architect has not been engaged, or is no longer engaged, to perform at least minimum construction administration services, as defined in subsection (a) below, the sealing architect must report to the building official and the Board that he or she has not been, or is no longer, so engaged.*
- (2) The minimum construction administration services expected of the sealing architect deemed necessary to protect the health, safety, and welfare of the public shall be periodic site observations of the construction progress and quality, review of contractor submittal data and drawings, and reporting to the building official and owner any violations of codes or substantial deviations from the contract documents that the architect observed. As with other architectural services, qualified employees of registered architects may perform construction administration services under the instruction and responsible control of their employers.*

Is the sealing architect providing construction administrative service for the above referenced project? _____

If NO, then who is the licensed professional providing these services?

For Building Department Use Only:		
Reviewed by:	Approved by:	Date:
Notes:		

Section (2) above includes review of contractor provided drawings.

Is review and/or coordination of the following construction documents provided with construction administration service?

	Provided with Construction Administration Services ¹ :
Phased Construction Letter	
Civil / Survey	
Structural	
Mechanical	
Electrical	
Plumbing	
Fuel Gas	
Special Inspection(s)	
Shop Drawings	
Professional Observation Reports	
Other; specify:	

Comments:

Architect of Record Name: _____

Seal Number: _____

Phone #: _____ Fax #: _____ Email Address: _____

Street Address: _____

City/State/Zip: _____

Signature: _____

All provisions of governing laws and ordinances shall be compiled with whether specified herein or not. This letter does not give authority to violate or cancel any provisions of any state or local law.

¹ If not Architect of Record, provide name and contact information of licensed professional responsible.