



BUILDING DIVISION
Transmittal Letter

This form is recognized by most Building Departments in the Tri-County area for transmitting information. Please complete this form when submitting information for plan review responses and revisions. This form and the information it provides helps the review process and response to your project.

TO: _____

DEPT: BUILDING DIVISION _____

FROM: _____

COMPANY: _____

PHONE: _____

E-MAIL: _____

RE: _____
(Site Address)

_____ (Permit/Case Number)

_____ (Project name or subdivision name and lot number)

DATE RECEIVED:

By: _____

ATTACHED ARE THE FOLLOWING ITEMS:

Copies:	Description:	Copies:	Description:
_____	Additional set(s) of plans.	_____	Revisions: _____
_____	Cross section(s) and details.	_____	Wall bracing and/or lateral analysis
_____	Floor/roof framing.	_____	Basement and retaining walls.
_____	Beam calculations.	_____	Engineer's calculations.
_____	Other (explain): _____		

REMARKS: _____

FOR OFFICE USE ONLY			
Routed to Permit Technician:	Date:	Initials:	
Fees Due: Yes No	Fee Description:	Amount Due:	
		\$	
		\$	
		\$	
		\$	
		\$	
Special Instructions:			
Reprint Permit (per PE):	Yes	No	Done
Applicant Notified:	Date:	Initials:	