



ALABAMA DEPARTMENT OF FINANCE
 REAL PROPERTY MANAGEMENT
 Division of Construction Management
 770 Washington Avenue, Suite 444, Montgomery, AL 36104
 P.O. Box 301150, Montgomery, AL 36130-1150
 334-242-4082 (ph) planreview@realproperty.alabama.gov

Department Use Only
Invoice # _____
Date Paid _____
Confirmation # _____

TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS

DCM (BC) #: _____ *DCM # is assigned upon receipt of first submittal. All documents must contain the DCM # after it is assigned to facilitate a timely review.* Date: _____

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's lead design professional - Firm Name: _____

PROJECT NAME (include lead design professional and Owner project #s, and Phase or Bid Package #s): _____

Source of Funding: State _____ Local _____ PSCA# _____ (# required when PSCA checked) Private _____ Other _____
 Note: PSCA instructions and information including front-end documents available on dcm.alabama.gov/forms_PSCA.aspx.

BUILDING DATA: Number of Stories _____, Sq. Ft. _____, Sprinklered: YES NO
 Type of Construction _____, Type of Occupancy _____

BID DATE: (Month/Day/Year) _____ To be determined
 Per the Division of Construction Management's Manual of Procedures, Chapter 3, B.1, Final Review approval of plans and specifications must be obtained prior to receipt of bids for any work which falls under DCM's jurisdiction.

DOCUMENTS SUBMITTED:

<ul style="list-style-type: none"> Calculate and pay fees at www.dcm.alabama.gov. Addenda and ASI's are included in the Basic Plan Review Fee. Rebids, Revised Scopes and VE Items may incur a PR Fee. 	<table border="0"> <tr> <td>Schematic</td> <td>Preliminary</td> <td>Final</td> <td>1st Revised Final</td> </tr> <tr> <td colspan="2"><i>Initial Plan Review Fee required</i></td> <td colspan="2"><i>Basic Plan Review Fee required</i></td> </tr> </table>	Schematic	Preliminary	Final	1st Revised Final	<i>Initial Plan Review Fee required</i>		<i>Basic Plan Review Fee required</i>		<p>Optional 65% Intermediate 65% Intermediate Review Fee required</p> <p>Additional Rev. Final Additional Revised Final PR Fee required</p> <p>ADA Review ADA Review Fee required</p>
Schematic	Preliminary	Final	1st Revised Final							
<i>Initial Plan Review Fee required</i>		<i>Basic Plan Review Fee required</i>								

Other: _____
 Written response to previous submittal: Yes N/A

Note: A set of plans more than 25 pounds must be separated into multiple volumes before submittal to DCM. In addition to the hardcopy, pdfs of an entire submittal are required for each non-Schematic and non-Preliminary submittal. Email pdfs to planreview@realproperty.alabama.gov, or submit via CD or jump drive with hardcopy submittals.

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.

SUBMITTED BY:
 _____ Architect / Engineer printed name
 _____ Architect / Engineer signature

PROJECT COMMENT LETTER (include A/E & Owner email addresses as required for DCM's PCL distribution):
 Architect / Engineer _____ email address
 Owner _____ email address