PROJECT APPENDIX A - 6

PRIVATE SCHOOLS, THEATERS, AND HOTELS

SUMMARY OF STANDARD DOCUMENTS AND PROCEDURES FOR BUILDING CONSTRUCTION & IMPROVEMENT PROJECTS

M **PRIVATE SCHOOLS BUILDINGS** UNDER THE JURISDICTION OF THE ABC ARE ANY PRIVATE BUILDINGS IN WHICH 25 OR MORE PERSONS ARE CONGREGATED REGULARLY FOR THE PURPOSE OF INSTRUCTION IN ANY BRANCH OF KNOWLEDGE.

M **HOTELS** UNDER THE JURISDICTION OF THE ABC ARE ANY PUBLIC INNS OR LODGING HOUSES OF 15 OR MORE BEDROOMS, IN WHICH TRANSIENT GUESTS ARE LODGED FOR PAY.

M **THEATERS** UNDER THE JURISDICTION OF THE ABC ARE ANY BUILDINGS IN WHICH MOVING PICTURES ARE FEATURED REGULARLY FOR CHARGE OF ADMISSION.

M PRIVATE SCHOOL, THEATER, AND HOTEL PROJECTS REQUIRE FULL PLAN AND SPECIFICATION REVIEW WITH THE EXCEPTIONS OF REVIEW FOR COMPLIANCE WITH THE ENERGY CONSERVATION AND ACCESSIBILITY STANDARDS. PLAN SUBMITTAL SHALL BE IN ACCORDANCE WITH CHAPTER 3. USE ABC Form B-1: TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS, WHEN SUBMITTING DESIGN DOCUMENTS FOR REVIEW.

M PRIVATE SCHOOL, THEATER, AND HOTEL PROJECTS ARE NOT ADMINISTERED BY THE ABC; THEREFORE, THE REQUIREMENTS AND PROCEDURES OF CHAPTERS 4, 5, 6, 7, AND 8 **DO NOT APPLY.**

M EXCEPT AS STATED ABOVE, USE UNIFORM DOCUMENTS AND STANDARD FORMS AS DEEMED APPROPRIATE BY THE OWNER FOR DESIGN PROFESSIONAL SERVICES, PROJECT MANUAL, AND CONSTRUCTION CONTRACT. **DO NOT USE ABC UNIFORM DOCUMENTS AND STANDARD FORMS.**

M THE **BC PROJECT NUMBER MUST BE USED** WHEN MAKING INQUIRIES OR DOCUMENT SUBMITTALS IN ORDER TO PROPERLY IDENTIFY THE PROJECT.

M WITH THE EXCEPTION OF PLANS AND SPECIFICATIONS, THE FOLLOWING IS REQUIRED OF DOCUMENTS SUBMITTED TO THE ABC:

1. Submit original documents - no carbon copies.
2. Do not highlight text. Highlighted text does not produce a good scanned image.
3. Preferably, submit only letter size (82 X 11) documents.
4. Preferably, send only one-sided documents.

TYPICAL ROUTING OF DESIGN DOCUMENTS DURING PLAN REVIEW

All submissions of design documents must be transmitted using
ABC Form B-1, TRANSMITTAL of PLANS and/or SPECIFICATIONS.

1. DESIGN PROFESSIONAL

a. PREPARES DESIGN DOCUMENTS (SCHEMATIC) (PRELIMINARY) (FINAL)
b. REVIEWS EACH LEVEL OF DESIGN WITH OWNER FOR APPROVAL
c. SUBMITS EACH LEVEL OF DESIGN TO ABC FOR REVIEW AND APPROVAL
d. SUBMITS "FINAL" DESIGN TO OTHER REVIEWING AGENCIES (DEPT. OF PUBLIC HEALTH, etc.) CONCURRENTLY WITH SUBMISSION TO ABC

2. ALABAMA BUILDING COMMISSION

a. REVIEWS EACH LEVEL OF DESIGN FOR COMPLIANCE WITH BUILDING CODES AND ABC REQUIREMENTS
b. CONFIRMS APPROVAL OR REJECTION WITH A "PROJECT COMMENT LETTER" TO THE DESIGN PROFESSIONAL AND OWNER
c. RETAINS SCHEMATIC & PRELIMINARY SUBMISSIONS UNTIL FINAL SUBMISSION IS APPROVED; RETAINS APPROVED FINAL SUBMISSION AS A PART OF THE PROJECT RECORD

3. DESIGN PROFESSIONAL

ADDRESSES REVIEW COMMENTS BY ABC, ADVANCING TO THE NEXT LEVEL OF DESIGN UNTIL APPROVAL OF FINAL SUBMISSION IS OBTAINED