

# TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS to:

AL Dept. of Finance, Real Property Mgt., Div. of Construction Mgt. (DCM)  
770 Washington Avenue, Suite 444, Montgomery, AL 36104 • P.O. Box 301150, Montgomery, AL 36130  
334-242-4082 (ph) planreview@realproperty.alabama.gov

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

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.*

Firm Name of project's lead design professional (LDP): \_\_\_\_\_ 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 NAME** (include LDP & Owner project #s, Phase/Bid Pkg #s, & the names of each specific school in a project [must match funding scope]):

Is this submittal: For an Open-End O/A Agreement project? Yes No For a project with bid pkgs/phases? Yes No  
Specify county(ies) where this project's submittal is located: \_\_\_\_\_  
**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](http://dcm.alabama.gov/forms_PSCA.aspx).

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

**BID DATE:** (Month/Day/Year) \_\_\_\_\_ To be determined  
*"Approved" Final Review of plans and specifications must be obtained prior to receipt of bids for work within DCM's jurisdiction. The required actions noted on any "Conditionally Approved" and "Not Approved" Plan Review Project Comments Letters must be accomplished until an "Approved" review is obtained. - Finance Administrative Code 355-13-1-.03 and DCM Manual of Procedures Chapter 3.B.1.*

**DOCUMENTS SUBMITTED:**

<ul style="list-style-type: none"> <li>• Calculate and pay fees at <a href="http://www.dcm.alabama.gov">www.dcm.alabama.gov</a>.</li> <li>• Addenda and ASI's are included in the Basic Plan Review Fee.</li> <li>• Rebids, Revised Scopes and VE Items may incur a PR Fee.</li> </ul>	<p>Schematic Preliminary Final 1st Revised Final</p> <p><i>Initial Plan Review Fee required Basic Plan Review Fee required</i></p>	<p>Optional 65% Intermediate <i>65% Intermediate PR Fee required</i></p> <p>Additional (2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>) Rev. Final <i>Additional Revised Final PR Fee required</i></p> <p>ADA Review <i>ADA Plan Review Fee required</i></p>
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Other\*: \_\_\_\_\_

\* "Other" includes Addenda, ASI, Response to previous submittal (when Rev. submittal is not required), Rebids, Rev. Scopes & VE Items.  
**Pdfs of entire submittal required for all submittal types; send pdfs of one submittal per email to [planreview@realproperty.alabama.gov](mailto:planreview@realproperty.alabama.gov).**  
This is a fully locally-funded K-12 or 4-Yr Public University project for capital improvement or alterations, additions, repair, or maintenance of HVAC systems or any alterations, additions, repair, or maintenance of a roof, with both an estimated cost of \$750,000.00 or Less and a contract awarded/to be awarded on or after 10/01/22. Estimated Construction Cost: \_\_\_\_\_ (required). Plan Review Fees not owed for this category.

**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