**Construction Self-Performance Project**

Updated November 2022

**(*Owner Letterhead*)**

*(Date)*

Mr. Lee Desmond, Director

Alabama Division of Construction Management

P.O. Box 301150

Montgomery, AL 36130-1150

Re: DCM Project #: *(if known)*

Project Name:

Location: *(specify rooms, building, etc. if needed)*

Dear Mr. Desmond:

Please allow this letter to serve as notice that we intend to self-perform the construction portion of the referenced project with our staff labor and/or with a licensed sub-contractor. This project entails the construction of:

*(Briefly describe the project scope)*

with an estimated Project Cost (owner’s expected outlay of labor and materials) of $\_\_\_\_\_\_\_\_\_\_.

We have selected *(Architectural/Engineering Firm Name)*, issued an Agreement between Owner and Architect, and the Designer is submitting plans and specifications to DCM for review for which Plan Review fees are applicable. We or the Designer will schedule the required DCM inspections including a pre-construction conference with a DCM Inspector. The Permit fee which covers inspections was either paid online, or is paid with the included check and completed Permit Fee Worksheet. We have consulted our insurance carrier and determined the insurance we carry is adequate for the proposed project to cover all parties. Our sub-contractors (if applicable) are licensed and insured.

If you have any questions regarding this matter, please do not hesitate to contact me at *(phone # and email address)*.

Sincerely,

Signature

Printed name and title

***Instructions:***

Email the letter, bid tab and online DCM Permit fee payment receipt to [kristie.hutto@realproperty.alabama.gov](mailto:kristie.hutto@realproperty.alabama.gov), *or* if a physical check is issued, mail the letter, bid tab, check and completed Permit Fee Worksheet (available from [www.dcm.alabama.gov/user\_fees.aspx](http://www.dcm.alabama.gov/user_fees.aspx)) to DCM’s office at P.O. Box 301150, Montgomery, AL 36130-1150. (Exception: K-12 projects for capital improvement, or alterations, additions, repair, or maintenance of heating, ventilation, and air conditioning 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 on or after 10/01/22, are exempt from the DCM Permit Fee; however, the letter and bid tab must still be sent to DCM.)