

TRANSMITTAL

This form is for transmitting documents to the UCF Building Code Office for submission and review through the permit process. The document review form accompanies the initial submittal. This form is for subsequent items. Please fill in the pertinent items here and include a complete description, issue date, and count of each item. Please also attach a revised fee proposal form with every package if there is a change in value of work.

TO: UCF Building Code Office

FROM:			
DATE:			
PERMIT #:			
BUILDING #:			
BUILDING NAME:			
PROJECT NUMBER AND OR DESCRIPTION:			
SFM# IF APPLICABLE:			
PROJECT MANAGER (PM) OR CONTACT NAME:			
PM EMAIL:			
PM PHONE:			
CURRENT VALUE OF WORK \$:		IS THIS A CHANGE FROM THE ORIGINAL PROJECT VALUE?	<input type="checkbox"/> YES, INCLUDE A REVISED FEE PROPOSAL FORM WITH THIS PACKAGE. <input type="checkbox"/> NO

The following items are transmitted to the UCF Building Code Office for review and further processing:

# OF COPIES EACH ITEM	ISSUE DATE OF ITEM	COMPLETE ITEM DESCRIPTION. A NARRATIVE MUST ACCOMPANY ALL REVISED PLANS WITH SHEETS SUITABLY MARKED OR CLOUDED TO REFLECT CHANGES.

COMMENT OR NOTE:	
SIGNATURE:	