**Design Documents Review -** Request

**TN-000000**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** | **initiate by USF Project Manager** |  | **C** | **forward to BCA** |
| **Date:** |  |  | **Tracking:** | **Received:** |  |
| **From:** | USF PM Name |  | (Dates) | **Reviewed:** |  |
| **VIA:** | A/E of Record |  |  | **Review Provided:** |  |

|  |
| --- |
| **PROJECT Information** |

|  |  |
| --- | --- |
| **Project Name:** |  |
| **USF Project Number:** |  |
|  | (USF Project No or PF, PM, PG, PP, etc. followed by 12 numbers) |
| **Location:** |  |
|  | (i.e. Bldg. Abbreviation, Room#, Bldg.#, Physical Address) |
| **Description of Project:** |  |
| **TRACKING** | Date **Documents Issued** by **A/E:** |  |
|  | Date **Received** by **USF PM:** |  |
|  | Date of **Transmittal** to **BCA:** |  |
|  | Date **Review** to **End** (2 weeks)**:** |  |
| **BUDGET** | **Construction Budget:** |  |
|  | **Building Cost Only:** |  |
|  | (Less Infrastructure, landscaping, parking, etc.) |
|  | **Account Number:** |  |
|  | (to be billed for fees) |
| **B** | **Submitted by A/E of Record** |
| **SUBMITTAL INFORMATION** |
| **PHASE** | [ ]  | **Program** | [ ]  | **ASD** | [ ]  | **50% CD** | [ ]  | **Fast Tracked** |  |
|  |[ ]  **CSD** |[ ]  **DD** |[ ]  100% CD  |[ ]  Other |  |
|  | Note: Submit **Final 100% CD** (Signed & sealed) on **Form 2**, **Permit Ready Plans Review Request** |
| **QUANTITY** | No. of **full-size Drawing** sets: |  |  | No. of **Signed& Sealed** sets: |  |
|  | No. of **Specifications**: |  |  | No. of **Signed& Sealed** sets: |  |
|  | No. of **half-size Drawing** sets: |  |
|  | **Electronic Files:** | [ ]  **Yes** |
|  **\*or other CONTACT** | **Architect:** |  |
|  | **Contractor:** |  |
|  | **Comments Issue to:** |  |
|  |  | (Whom/Where to send review comments) |
| **SCHEDULE** | **Next Submittal:** |  |
|  | **Permit Ready Set Submittal:** |  |
|  | **Start of Construction:** |  |
|  | **End of Construction:** |  |

**File:** BCA-Form 01 Design Document Review-Request.docx