PROJECT APPENDIX A - 7

LOCALLY FUNDED, LOCAL GOVERNMENT

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

M THESE PROJECTS REQUIRE PLAN AND SPECIFICATION REVIEW FOR COMPLIANCE WITH ACCESSIBILITY STANDARDS ONLY. **FINAL PLAN SUBMITTAL** SHALL BE IN ACCORDANCE WITH CHAPTER 3. **SCHEMATIC AND PRELIMINARY PLAN SUBMITTALS ARE NOT REQUIRED**. USE ABC Form B-1: TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS, WHEN SUBMITTING DESIGN DOCUMENTS FOR REVIEW.

M THESE 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**
   SUBMITS FINAL PLANS AND SPECIFICATIONS TO ABC FOR ACCESSIBILITY REVIEW AND APPROVAL

2. **ALABAMA BUILDING COMMISSION**
   a. REVIEWS FINAL PLANS AND SPECIFICATIONS FOR COMPLIANCE WITH ACCESSIBILITY STANDARDS
   b. CONFIRMS APPROVAL OR REJECTION WITH A "PROJECT COMMENT LETTER" TO THE DESIGN PROFESSIONAL AND OWNER
   c. RETAINS APPROVED FINAL SUBMISSION AS A PART OF THE PROJECT RECORD

3. **DESIGN PROFESSIONAL**
   ADDRESSES REVIEW COMMENTS BY ABC, ADVANCING TO OBTAIN APPROVAL