

Note: This form is required for use in the transmittal of all documents and correspondence to Volusia County Schools' Building Department occurring after the application for a building permit (Form 2) has been submitted.

To: Volusia County Schools Building Department

From: _____ Date: _____

Contractor Name: _____ Phone #: _____

Project Title: _____

Facility/School: _____ VCS Project Manager: _____

Building Permit # (if issued): _____ Project Number: _____

Submitting: One submittal per transmittal form please.

Copies (#)	Description

Attachments are transmitted for:

- ☐ Responding to Building Permit Plan Review Comments dated _____
- ☐ Review of RFI, ASI, or Field Order that affects code compliance
- ☐ Performance designed engineering drawings/data (trusses, railings, etc.)
- ☐ Product code compliance verification (epoxy anchors, etc.)
- ☐ Florida Product Approval – State approved
- ☐ Florida Product Approval – local application for approval
- ☐ Project close-out documentation
- ☐ Other _____

Remarks:
