



### **Notice of Construction Administration Services**

*Instructions: This form is for the purpose of an Alabama registered architect to notify the Alabama Board for Registration of Architects that they will not be providing construction administration services on a project for which they (or their firm) are the architect of record. Please complete Section 2 and 3 of this form and return to the Board office to comply with Board Administrative Code 100-X-5-.06 – Construction Administration. Please allow up to ten (10) business days to receive a response regarding your notice. Please contact the Board office at 334.242.4179 or see further information available at [www.boa.alabama.gov](http://www.boa.alabama.gov) if you have any questions.*

*This completed notice can be mailed to the Board office. Only complete and send page 2 (Section 2 and 3).*

**Mail to:**                    **Alabama Board for Registration of Architects**  
**100 North Union Street**  
**Suite 390**  
**Montgomery, AL 36130-4450**

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### **Section 1 – Guidelines for Construction Administration Services**

The Board has adopted the following regulation regarding Construction Administration Services:

100-X-5-.06 Construction Administration.

- (1) On a project where a building permit has been issued and an Alabama registered architect has not been engaged, or is no longer engaged, to perform construction administration services, the architect must report to the building official and the Board that he or she has not been, or is no longer, so engaged.
  - (2) Construction administration services of an architect deemed necessary to protect the health, safety, and welfare of the public include but not necessarily limited to periodic site observations of the construction progress and quality, review of contractor submittal data and drawings, and reporting to the building official and owner any violations of codes or substantial deviations from the contract documents that the architect observed. As with other architectural services, qualified employees of registered architects may perform construction administration services under the instruction and responsible control of their employers.
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## Notice of Construction Administration Services

### Section 2 – General Information

Architect's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Owner: \_\_\_\_\_

Project Owner Street Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Owner E-mail Address (if available): \_\_\_\_\_

Project Owner Phone Number (if available): \_\_\_\_\_

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### Section 3 – Affidavit of Architect

In accordance with Alabama Board of Architects Regulation 100-X-5-.06, this will serve as notice that I will not be providing construction administration services on the above-referenced project located in the State of Alabama, for which I am the architect of record. I understand that I must also provide notice to the building official.

Please mark the appropriate response below:

- \_\_\_\_\_ will be providing construction administration services on this project.
- I will not be providing construction administration services as of this date: \_\_\_\_\_
- No one will be providing construction administration services on this project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Date