



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 if you have any questions.

This completed notice can be emailed to paula.pilgreen@boa.alabama.gov. Only complete and send page 2 (Section 2 and 3).

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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Section 2 – General Information

Architect's Name: _____

Architect's Email Address: _____

Project Name: _____

Project Street Address: _____

City: _____ ST: _____ Zip: _____

Project Owner: _____

Project Owner Street Address: _____

City: _____ ST: _____ Zip: _____

Project Owner Email Address: _____

Project Owner Phone Number: _____

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. I understand and agree that by typing my name, I am providing an electronic signature that has the same legal effect as a written signature pursuant to Ala. Code §§ 8-1A-2 and 8-1A-7.

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