Architects Notice to Building Official & the West Virginia Board of Architects

Part A

I have not been employed to furnish construction administration services as of _____________________________________________________________________________ (Hereinafter referred to as the “project”) as of the date of submission of these documents to the Building Official.

If I have not been employed within thirty (30) days after construction of the project begins, I shall file with the Building Official, the owner, and the West Virginia Board of Architects: 405 Capitol Street, Mezzanine Suite 3, Charleston, WV 25301, the following Part B or Part C.

Signature: ___________________________________________  WV Registration Number: ____________________________
(Architect or Engineer)
Date: __________________________________________________________________________

Part B

1. Name and Address of Owner or Owners of the Project:

Owner Name: _______________________________________________________________________________

Owner Address: _____________________________________________________  City: _______________________
State  ____________________________  Zip Code: ____________________________
Telephone: _______________________________________________________________________________

Name and where to contact the Architect or Engineer employed to furnish Construction Administration

Project Address: _____________________________________________________  City: _______________________
State  ____________________________  Zip Code: ____________________________
Name: ___________________________________________  WV Registration Number: ____________________________
Telephone: _______________________________________________________________________________

Part C

To my knowledge a registered Architect or Engineer has not been employed to furnish Construction Administration Services.

Signature: ___________________________________________  WV Registration Number: ____________________________
(Architect or Engineer)
Date: __________________________________________________________________________

Date Received by WV Board: ____________________________