

STEWART RICHEY CONSTRUCTION

CONTRACTING GROUP
SERVICE GROUP
GENERAL CONTRACTING

LETTER OF TRANSMITTAL

2137 Glen Lily Road
Bowling Green, Kentucky 42101
Telephone: (270) 842-5184
Fax: (270) 782-6654

DATE:	July 7, 2016	SR JOB NO. :	8310-23
ATTENTION:	Department of Housing Building and Construction		
RE:	Todd County Schools HVAC Renovation		
	Mechanical Drawing Set		
	Elkton, KY		

TO: Div. of Building Code Enforcement
101 Sea Hero Road
Suite 100
Frankfort, KY 40601

FROM: Wesley R. Russelburg
Engineering Designer
WRusselburg@stewartrichey.com
Office: 270-784-0658

WE ARE SENDING YOU:

☒ ATTACHED ☐ UNDER SEPARATE COVER VIA _____

THE FOLLOWING ITEMS:

☐ SHOP DRAWINGS ☒ PLANS ☐ SAMPLES
☐ COPY OF LETTER ☒ SPECIFICATIONS ☐ CHANGE ORDER
☒ OTHER Application, ComCheck, Fee Worksheet and Check

COPIES	DATE	NO.	DESCRIPTION
1	7/6/16	1	Mechanical and Electrical Drawing Package
1	7/6/16	2	Mechanical and Electrical Project Specifications
1	7/6/16	3	Plan Application Form
1	7/6/16	4	ComCheck Report
1	7/6/16	5	Plan Review Fee Worksheet
1	7/6/16	6	Plan Review Fee Check

THESE ARE TRANSMITTED AS CHECKED BELOW:

☒ FOR APPROVAL ☐ APPROVED AS SUBMITTED ☐ RESUBMIT _____ COPIES FOR APPROVAL
☒ FOR YOUR USE ☐ APPROVED AS NOTED ☐ SUBMIT _____ COPIES FOR DISTRIBUTION
☐ AS REQUESTED ☐ RETURNED FOR CORRECTIONS ☐ RETURN _____ CORRECTIONS PRINTS
☐ FOR REVIEW AND COMMENT ☐ OTHER _____
☐ FOR BIDS DUE _____
☐ PRINTS RETURNED AFTER LOAN TO US _____

REMARKS:

Please see the enclosed plans regarding the HVAC renovations.
Feel free to contact us with any question. 270-842-5184.

COPY TO: File (1) _____

SIGNED: _____
Wesley R. Russelburg Engineering Designer

If enclosures are not as noted, kindly notify us at once.