



## Commercial & Residential Order Form

Please provide all necessary documents. Examples: Floor plan, Foundation plan, Elevation plan, Electrical plan, Truss plan, Equipment Requirements, etc. Please indicate specific additional requirements on this form.

CONTRACTOR

Company \_\_\_\_\_ License # \_\_\_\_\_  
Contact Person \_\_\_\_\_ Email \_\_\_\_\_  
Office Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_ PO # \_\_\_\_\_  
Mailing Address (No P.O. Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Billing Contact (if different) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

ADDRESS

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
Job Address \_\_\_\_\_ City \_\_\_\_\_  
Zip \_\_\_\_\_ County \_\_\_\_\_ Parcel Number \_\_\_\_\_

### CHECK ALL THAT APPLY

Commercial Project      Single Story      Multi-Story      Sq. Ft (under roof) \_\_\_\_\_  
Residential Project      Single Family      Multi-Family      Sq. Ft (under roof) \_\_\_\_\_

### SCOPE OF WORK

Structural Engineering      MEP Engineering      New Construction      Add-on  
Foundation Plan      Life Safety Plan      Renovation      Revision  
Site Plan      Photometric Plan      Other \_\_\_\_\_  
Septic Engineering      Other \_\_\_\_\_

ADDITIONAL

Additional Information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE SELECT ONE METHOD OF RETURN

- Mail**      **Electronic Signature**      **Email a PDF**      **Pickup**

**Mail AND Electronic Signature (+\$50 fee).** Additional fees may apply based on the project.