

Request for Engineering Form (LARSON INTERNAL USE ONLY)

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Chuck Halama (Engineering)	Dave Jones (Engineering)	Dan Keirns (Hydronics - East/Central)	Andy Kempfer (Engineering)
Bailey Miller (Hydronics - West)	Brian Otto (Engineering)	Charles Reiter (Engineering)	Scott Salentine (VRF)

Request for:

Date of Request:		Date Required:	
Employee Requesting:		Branch:	
		Phone#/Ext.:	

Contractor Name:		Acct #:		Project Name:	
Address:		Address:		City, State, Zip:	
City, State, Zip:		City, State, Zip:		Phone:	
Phone:		Fax:		Owner's Name:	
Building Sq Ft:		Building Volume:		HVAC Sq Ft:	
				County:	

Key Contact Name:		Phone #:		Email:	
2nd Contact Name:		Phone #:		Email:	
Architect/Engineer:		Phone #:		Email:	

Check One:

Brief Description (Scope):

Quote (Only)		YES		
Preliminary Plan Bid/ Budget:		YES		NO
Load Calc:		YES		NO
Bill of Material:		YES		NO
Stamped/Signed Plan:		YES		NO
DOC Submittal:		YES		NO
Supervising Engineer:		YES		NO

G/C Name:	
Code Version:	
Bldg Transaction ID#:	
Site ID#:	
HVAC Transaction ID#:	

Fees to Be Charged: \$ State Fee: \$

Special Instructions:

Date Submitted:		Plan Review Date:		COC Date:	
Check #:		Invoice #:			

Project Submission List

Need	Rec'd	
		COMCheck / RESCheck
		Copy of the City or State Review Letter
		AutoCAD Files
		Stamped PDF of Plans, if possible
		AutoCAD Background Drawings
		Building Conditional Approval Letter
		Transaction ID#
		Site ID#
		Construction Schedule
		Conceptual Sketches or Bid Assumptions
		Scope Spec
		Material Preference Lists
		If equipment is required that is not supplied by Gustave A. Larson Company, full submittal data including all manufacturers CAD drawings, details, installation details, and any other pertinent information to the design and submission of the project.
		Building Construction Submittal including elevations, door and window schedules, dimensions, and building materials including wall structure and either R values and/or U values.
		Structural Plans and Calculations: If equipment is to be placed on a roof, structural consideration must be completed. New equipment must include either a Transaction ID# for the structural submission, or full structural support calculations with equipment layout, stamped by a Structural Engineer. As a part of the IMC, the HVAC designer is responsible to ensure that due diligence has been completed to structural consideration as a part of the HVAC submission. Although the HVAC designer is not a structural engineer and cannot stamp and submit structural plans, it is required that the structural work be referenced or a copy must be provided as evidence of the work being completed.
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