

# Request for Engineering Form (LARSON INTERNAL USE ONLY)

**Download this file to your desktop to complete and submit.**

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

Contractor Name:	Acct #:	Project Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
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:  Replacement/Retrofit  Design Build  Invited Bid

Brief Description (Scope): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Quote (Only)		YES		
Preliminary Plan Bid/ Budget:		YES	NO	G/C Name:
Load Calc:		YES	NO	Code Version:
Bill of Material:		YES	NO	Bldg Transaction ID#:
Stamped/Signed Plan:		YES	NO	Site ID#:
DOC Submittal:		YES	NO	HVAC Transaction ID#:
Supervising Engineer:		YES	NO	

Fees to Be Charged: Engineering: \$ \_\_\_\_\_ 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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