

**ALABAMA BUILDING COMMISSION
CONSTRUCTION MANAGEMENT DIVISION
ADMINISTRATIVE CODE**

**CHAPTER 170-X-3
RULES FOR SUBMITTING PLANS AND SPECIFICATIONS TO THE TECHNICAL
STAFF**

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170-X-3-.01 Submission Required.

The plans and specifications for all projects to which the State Building Code applies shall be submitted to the Technical Staff for review and approval. Refer to rule 355-13-2-.04, Applicability of Adopted Codes.

Author: Stedmann B. McCollough, Director

Statutory Authority: Code of Ala. 1975, §41-9-141.

History: Repealed and Replaced: Filed August 29, 1997; effective October 3, 1997.

170-X-3-.02 Submittal Reviews And Approvals.

(1) The Technical Staff will review the submitted plans and specifications for compliance with the State Building Code. The results of the review will be provided as written review comments to the submitting design professional and project owner. The design professional or owner must respond to, or comply with, comments citing building code violations or obvious non-compliance with applicable laws, regulations, or the Manual of Procedures. Response by the design professional or owner to comments in the form of constructive criticism, suggestions, questions, or recommendations is not mandatory.

(2) Changes made to plans and specifications after final approval shall be submitted to the Technical Staff for review relative to compliance with the State Building Code. Written response by the Technical Staff to these submittals will be made only in cases of

violations of building codes or obvious non-compliance with laws and regulations.

(3) The Technical Staff's approval of plans, specifications, change orders, or related materials submitted for public projects does not constitute certification that the documents or project comply with the state's competitive bid laws; the responsibility for this certification rests with the awarding authority and its legal advisor.

Author: Stedmann B. McCollough, Director

Statutory Authority: Code of Ala. 1975, §41-9-141.

History: Repealed and Replaced: Filed August 29, 1997; effective October 3, 1997.

170-X-3-.03 Pre-Bid Review And Approval Required.

Submissions of plans and specifications to the Technical Staff shall be made, and final approval obtained, prior to the receipt of bids to insure that the Technical Staff's comments are incorporated into the bid documents.

Author: Stedmann B. McCollough, Director

Statutory Authority: Code of Ala. 1975, §41-9-141

History: Repealed and Replaced: Filed August 29, 1997; effective October 3, 1997.

170-X-3-.04 Documents To Be Prepared By Registered Design Professionals.

(1) Plans and specifications submitted to the Technical Staff for approval shall be prepared by a full professional team composed of architects and engineers, registered in Alabama, each preparing that phase of the design within his or her field of specialization. Subject to the Director's approval, exceptions may be made where engineering services are of such minor nature as to be considered purely incidental to the architectural services or the architectural services are of such minor nature as to be considered purely incidental to the engineering services.

(2) The specification cover shall bear the Alabama seal of registration of the primary design professional who prepared them or under whose supervision they were prepared.

(3) Architectural drawings shall bear the Alabama seal of registration of the architect who prepared them or under whose supervision they were prepared. Engineering drawings shall bear the Alabama seal of registration of the engineer who prepared them or under whose supervision they were prepared.

Author: Stedmann B. McCollough, Director

Statutory Authority: Code of Ala. 1975, §§34-2-32, 34-2-35, 34-11-7, 41-9-141.

History: Repealed and Replaced: Filed August 29, 1997; effective October 3, 1997.

170-X-3-.05 Contents Of Submittal Documents.

The plans, specifications, addenda, change orders, and related materials submitted to the Technical Staff for approval shall contain sufficient information to fully describe the work of the project and to fully demonstrate compliance with the State Building Code. Standards for compliance with this rule shall be prescribed in the Manual of Procedures. The Technical Staff is authorized to request additional information if needed to perform their review.

Author: Stedmann B. McCollough, Director

Statutory Authority: Code of Ala. 1975, §41-9-141.

History: Repealed and Replaced: Filed August 29, 1997; effective October 3, 1997.

170-X-3-.06 Submittal Procedures.

Plans, specifications, and related materials shall be submitted to the Technical Staff in accordance with procedures prescribed in the Manual of Procedures and, unless otherwise provided, shall be made in three stages: Schematic Plan Submittal, Preliminary Plan Submittal, and Final Plan Submittal.

Author: Stedmann B. McCollough, Director

Statutory Authority: Code of Ala. 1975, §41-9-141.

History: Repealed and Replaced: Filed August 29, 1997; effective October 3, 1997.

170-X-3-.07 Disposition Of Submitted Documents.

(1) Schematic and preliminary plans and specifications will be retained by the Technical Staff until receipt or review of the subsequent stage of submittal at which time these documents may be destroyed.

(2) Final or revised final plans and specifications will be retained by the Technical Staff for a period of not less than five (5) years after completion of the project, or a period as may be prescribed by the State Records Commission. At the expiration of this period these documents may be destroyed.

(3) Project documents such as transmittal letters, comment letters, project-related correspondence, contracts, reports, etc., shall be retained by the Technical Staff for a period not less than seven (7) years after completion of the project, or a period as may be prescribed by the State Records Commission. At the expiration of this period these documents may be destroyed.

Author: Stedmann B. McCollough, Director

Statutory Authority: Code of Ala. 1975, §41-9-141 and State Records Commission.

History: Repealed and Replaced: Filed August 29, 1997; effective October 3, 1997. **Amended:** Filed March 11, 2013; effective April 15, 2013.

ED NOTE: THE RULES OF THE BUILDING COMMISSION WERE TRANSFERRED TO THE DEPARTMENT OF FINANCE, CHAPTER 355-13-1, PURSUANT TO ACT 2015-435.