

## Architect's Notification Regarding Construction Administration

Date: \_\_\_\_\_

To (Building Official): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

From (Architect of Record): \_\_\_\_\_

MS License No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Rule No. 3.02.16 of the Rules and Regulations of the Mississippi State Board of Architecture states, in part:

...

On a project where the architect of record has not been engaged, or is no longer engaged, to perform construction administration services, as defined in section (1) above, the architect of record shall report in writing that the architect has not been engaged or is no longer engaged to perform construction administration services, to the following parties:

- (a) the building official; and
- (b) the owner; and
- (c) the client; and
- (d) the contractor.

This will serve as notice that I will not be providing construction administration services on the above-reference project located in the State of Mississippi, for which I am the Architect of Record.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: \_\_\_\_\_(Client)

\_\_\_\_\_(Project Owner)

\_\_\_\_\_(Contractor)