



**ARCHITECT'S NOTIFICATION REGARDING CONSTRUCTION ADMINISTRATION  
MISSISSIPPI STATE BOARD OF ARCHITECTURE**

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

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

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

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

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

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

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

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

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

Rule 3.2.16 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 above, the architect of record shall report in writing to each of the following parties that the architect has not been engaged or is no longer engaged to perform construction administration services, or is not providing construction administration services as defined above:

- (1) the building official;
- (2) the Board;
- (2) the owner;
- (3) the client; and
- (4) the contractor.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: Mississippi State Board of Architecture

\_\_\_\_\_(Client)

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

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