

**ARCHITECTS NOTICE TO BUILDING OFFICIAL  
AND  
WEST VIRGINIA BOARD OF ARCHITECTS**

**Part A**

I have not been employed to furnish construction administration services as of \_\_\_\_\_ (Hereinafter referred to as the "project") as of the date of submission of these documents to the Building Official.

If I have not been employed within thirty (30) days after construction of the project begins, I shall file with the Building Official, the owner, and the **West Virginia Board of Architects: P.O. Box 9125, Huntington, WV 25704-0125**, the following Part B or Part C.

Signature: Architect or Engineer

WV Registration Number

Date

**Part B**

Name and Address of Owner or Owners of the Project:

Address of Project:

Name and where to contact the Architect or Engineer employed to furnish Construction Administration Services:

Name:

WV Registration No.:

Phone Number and/or Address:

**Part C**

To my knowledge a registered Architect or Engineer has not been employed to furnish Construction Administration Services.

Signature:

Date:

Architect or Engineer

Date Received by WV Board: \_\_\_\_\_