

Transmittal of Plan Sheets to General Files

Date

Project Number:

Project Name:

To: General Files

From:

Name

Section

Final Plans

Distribute plans in accordance with attached Distribution Order Form.

Plan Revision

Distribute plans in accordance with attached Distribution Order Form.

Change Order

No Distribution Order Form required. Sender will transmit copies to the Construction Section under separate letter.

Plan Revision/Change Order Sheets (include title sheet):

Sheets Returned but not Modified:

Voided Sheets (Change Orders Only):

Total Number of Sheets Returning:

Received in
General Files by:

Name

Signature

Date

Final Plan/Plan Revision Distribution Order Form

Date

Project Number:

Project Name:

District:

New Plans or Revised Plans:

New Plans / "Set" = Complete Set
Revised Plans / "Set" = Revised Sheets Only

Revised Sheet Numbers:

22 x 34 (Full Scale) - Stapled

- Set District Administrator:
- Set DOTD Project Engineer:
- Set District Utility Representative:
- Set District Lab Engineer:

- Set Construction Section:
- Set Contracting Agency:
Address:

- Set Parish Government:
Address:

11 x 17 (Half Scale) - Stapled

- Set DOTD Project Manager:
- Set Bridge Design Section:
- Set Road Design Section:
- Set Pavement & Geotechnical:
- Set Prime Design Consultant:
Address:

- Set Contracts & Specs:

- Set Federal Aid Unit:
(For Federal Oversight Plans only)