Date

Reviewer Phone Number

State Project No. H.XXXXXX

Project Name XXXX

Route XXX

Parish XXXX

Contractor

Address

City, State Zip Code

Attn: XXXXXX

Subject: **Submittal for Review - Electronic Transmittal**

We have reviewed the (submittal description) submitted for review on (date submitted) and have electronically stamped the submittal or sheets "Accepted in accordance with LSSRB 105.02.” We are transmitting the accepted and stamped electronic submittal file.

The attached table shows the sheets reviewed and accepted.

**The following (3) paragraphs are based on LSSRB Shop Drawing procedures. Modify language as needed to address other submittals required to have paper reproductions by the contract.**

Please prepare five (5) full-scale paper reproductions directly from the accepted stamped electronic submittal file. Transmit the paper reproductions to the following recipient and address:

Required Recipient

Address

We will use the paper reproductions for fabrication inspection. Please notify the DOTD Structural Fabrication Engineer ten (10) working days prior to beginning associated fabrication work so that inspectors can be present in fabrication facilities.

Do not fabricate, install or purchase an item, or perform corresponding work until the DOTD Fabrication Inspector notifies the contractor of possession of the full-scale paper reproduction.

XXX:xxx

Attachments

Cc: DOTD Project Engineer

 DOTD Structural Fabrication Engineer

 DOTD Bridge Task Manager (for consultant projects only)

Sincerely,

 Reviewer Name, P.E.

 DOTD Bridge Design Section or Consultant

**Sheets Reviewed and Stamped Accepted**

|  |  |  |
| --- | --- | --- |
| **Sheet No.** | **Revision** | **Description** |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
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| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |