

Scope of Work from Insurance Companies are not accepted. Please include a plan showing location of work and specifics of what is being done on the plan.

Please include the following:

1. Floor plan to scale with each story (floor) on a single page.
2. Label:
 - a. Exterior walls, fire rated walls and ceilings/floors.
 - b. Type & R-value of insulation – Often part of rated assembly.
 - c. Type & thickness of gypsum – Often part of rated assembly.
 - d. All structural repairs.
 - e. All egress paths and doors.
 - f. All HVAC & Plumbing repairs or changes.
3. Description of building: Commercial or Residential (SFD, Condo, Townhouse, apartment).
4. If a Condo, Townhouse or apartment, please include the number of Units affected, which unit and what floor the unit is on.