



Engineering Services Work Request

Complete both pages, save a copy, and email the completed PDF with supporting documents to your BBD contact.

01 Client information

Client / contact name

Company (if applicable)

Phone

Email

Mailing address (street, city, state, ZIP)

02 Project information

Project name / reference

Project address (street, city, state, ZIP)

Property owner / builder (if different from client)

Owner / builder phone or email

03 Type of work

Select all that apply.

- | | | |
|---|--|---------------------------------------|
| ☐ New construction | ☐ Addition | ☐ Remodel |
| ☐ Repair | ☐ Structural evaluation | ☐ Truss / roof |
| ☐ Foundation | ☐ Other | |

If other, please describe

Continue on page 2 for scope, deliverables, schedule, and acknowledgment.

Engineering Services Work Request

Project details & client acknowledgment | Attach additional pages if more space is needed.

04 Requested scope / work description

Describe what you want BBD Engineering to do, including locations, concerns, and specific requests.

05 Requested deliverables

Select all that apply.

- | | | |
|---|--|--|
| ☐ Engineering plans | ☐ Calculations | ☐ Signed / sealed documents |
| ☐ Inspection / field visit | ☐ Letter / report | ☐ Other |

Other deliverables

06 Project schedule / deadlines

Desired completion date

Permit / construction deadline

07 Documents provided

Select attachments included with this request.

- | | | |
|---|---|---------------------------------|
| ☐ Plans / architectural drawings | ☐ Truss drawings | ☐ Photos |
| ☐ Survey / site plan | ☐ Existing engineering | ☐ Other |

Special instructions / notes (include other documents and any deadline details)

08 Client authorization / acknowledgment

Submitting this form is only a request for services and does not authorize work to begin.
Work may begin only after BBD Engineering confirms the scope, fees, and schedule.

Client / authorized representative

Signature (type full name)

Date