



PLAN CHECK-IN FORM

San Luis Obispo Office

153 Cross St. #130
San Luis Obispo, CA 93401
Ph: 805-543-7330
Fax: 805-543-7016
planroom@slocbe.com

Atascadero Office

4851 El Camino Real
Atascadero, CA 93422
Ph: 805-460-9670
Fax: 805-460-9672
northoffice@slocbe.com

PLEASE FILL FORM IN COMPLETELY

Bid Date: _____ **Bid Time:** _____

Pre-Bid Meeting Date/Time: _____ **Mandatory** **Non-Mandatory**

Project Documents will be listed in the Weekly Bulletin through the bid date, unless we are otherwise notified of a bid date extension. If the bid date is to be extended, please call the San Luis Obispo office at 805-543-7330 or e-mail planroom@slocbe.com with any updates.

Project Title: _____

Project Description: _____

Project Location/Address: _____

Type of Project: (Check one)

- Public / Government Entity (City of XYZ, State of Ca)
- Quasi Government Entity (HASLO, People self-help)
- Community Entity (Boys and Girls Club)
- Private Corporation / Private Business (Jim's Apartments LLC, Main Street Commercial Center)
- Private owner (Mr. & Mrs. Smith, Doe Residence)

Type of listing:

- Project Owner/Representative**, requesting General Contractor Bids, open to any general (pre-qualifications by the project owner may apply)
- Project Owner/Representative**, requesting Sub Bids only (no general contractors, your name must be on the plans as the Owner)
- Select General**, requesting sub bids only. To qualify as a Select General, at least one of the following items must be true (check as many as apply): If none apply, you may still list the project in the Exchange and you will be listed as a General Requesting Bids, and other generals may also be listed as a General Requesting Bids.
 - Is there a signed contract with the owner of the project (a copy of the signature page for internal use must be provided to the Exchange to ensure accuracy and will not be published on the website)
 - Has the building permit been issued in your company's name (a copy of the building permit must be provided to the Exchange to ensure accuracy and will not be published on the website)
 - Is your company's name listed on the cover sheet or printed in the title block
- General Requesting Sub Bids** (other generals may request bids as well)

BIDS TO: Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____

E-Mail: _____

Estimated Cost of Project: _____

Notes: _____

For Plan Room Use

Box # _____ Date Rec'd: _____ # Sets of Plans: _____ Return? · Yes · No To: _____

updated
09/23/22