



**ENGINEER'S NOTIFICATION REGARDING CONSTRUCTION ADMINISTRATION  
MISSISSIPPI BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS & SURVEYORS**

455 North Lamar Street, Suite 208, Jackson, MS 39202

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Date: \_\_\_\_\_

To (Building Official): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

From (Engineer of Record): \_\_\_\_\_

MS License No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Rule 1.2.17 of the Rules and Regulations of the Mississippi Board of Licensure for Professional Engineers and Surveyors states, in part:

- Responsible Charge** - The term "responsible charge" as used in Statute and the Rules and Regulations of the Board shall mean direct control and personal supervision of engineering or surveying work, as the case may be. A licensee in Responsible Charge of engineering or surveying work must:
- have and exercise the authority to review and to change, reject, or approve both the work in progress and the final work product, through examination, evaluation, communication, and direction throughout the development of the work;
  - be personally aware of the project's scope, needs, parameters, limitations, and special requirements;
  - be capable of answering questions relevant to the engineering or surveying decisions made as part of the services provided, in sufficient detail to demonstrate reasonable knowledge of and proficiency in the work; and
  - accept full responsibility for the work.

This document serves as formal notification that I will not be providing administration services regarding construction on the above-referenced project located in the State of Mississippi, for which I am the Engineer of Record.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: Mississippi Board of Licensure for Professional Engineers & Surveyors

\_\_\_\_\_  
(Client)

\_\_\_\_\_  
(Project Owner)

\_\_\_\_\_  
(Contractor)