If your project involves a structure, you need to enter all of the appropriate data in FIT for that structure. See attachment below for more information.

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Also, after submitting any estimate, you should then submit your updated FIT information as well. That information is critical if we are to keep all of our project information current.

**In summary, please take the following steps:**

**1) Enter all applicable structure data into FITS, and**

**2) Submit updated FITS information to the office after submitting each construction estimate.**