



STORMWATER CONTROL MEASURE (SCM) AS-BUILT DRAWING SUBMITTAL CHECKLIST

Department of Public Works
 101 City Hall Plaza | Durham, NC 27701
 919.560.4326 | F 919.560.4316

www.durhamnc.gov

Date: _____

Complete all fields in the application. **Each SCM will have its own as-built submittal checklist and each SCM as-built will be charged a separate fee.** All SCM as-built packages must be submitted electronically to the Development Services Center [online submittal portal](#).

PROJECT INFORMATION

Project Name: _____

Phase: _____ Planning/PW Case #: _____

SCM Type, Name &/or #: _____

PIN numbers: _____

PID numbers: _____

APPLICANT INFORMATION

Certifying Engineer: _____ Company: _____

Email Address: _____ Phone: _____

Company Address: _____

SUBMITTAL CHECKLIST

Choose type of submittal and check all required submittal items:

- SCM As-built Submittal #1; include:
- Copy of proof of payment (payment instructions on the next page)
 Fee = \$100 + 4% technology surcharge = \$104 total
 - Electronic submittal with
 - Table of contents, reflecting order shown in General As-Built and Construction Certification
 - All documents in order shown in General As-Built and Construction Certification. Each section of the report submitted as a separate PDF (or other format as required).
 - The certification submitted in PDF format except as specified on the various as-built certification documents. (SCM photos as .jpg, .tif or .gif format, O&M Manual in MS Word, report documents in PDF, etc.)
- SCM As-built Re-submittal: Review # _____; include:
- Revised as-built drawings and documentation
 - Redlined as-built drawings and documentation from previous submittal to include a comment response letter
 - 1 electronic submittal (see above for required contents and format)

Comments:

Instructions for how to pay City of Durham review fees for Public Works Submittals of: Construction Drawings, As-Built, Video, and SCM As-Built.

Go to the [DSC Paymentus web payment portal](https://ipn2.paymentus.com/rotp/dhds) by clicking the link or by cutting and pasting the link into your browser <https://ipn2.paymentus.com/rotp/dhds>

It is VERY IMPORTANT to follow the detailed instructions in Item 2. for entering the project name and phase! Not following these instructions will delay the process. Do **NOT** enter the Planning Case number.

1. From the “Select a Payment Type” choose, select **“Right-of-way Permit”**
2. In the “Permit/Case Number or Ticket ID Number” field enter project name from the Construction Drawings information per the instructions below (this field is limited to 32 characters):
 - a. Application Type – use the following abbreviations
 - i. Construction Drawings – cd
 - ii. As-builts – ab
 - iii. Video Inspections – VI
 - iv. SCM As-Built - SCM
 - b. Project Name – enter the project name with no spaces
 - c. Phase – abbreviate Phase with “ph” followed by the number
 - d. **Example:** Say you are paying the fee for a Construction Drawing submittal for the project called The City Hall Plaza Expansion Phase 2. In the “Permit/Case Number or Ticket ID Number” field you would type: **cd-cityhallplazaexpansionph2**
3. Hit the continue button.
4. Fill out the payment information fields.
5. Enter in the “Pay This Amount” field as follows:
 - a. Determine the fee amount based on the submittal type;
 - b. Multiply the fee amount by 4% to determine the technology surcharge amount;
 - c. Add these two numbers together and this is the amount to enter in the “Pay This Amount” field.
 - d. Example:
 - i. Construction Drawing Review Fee = \$2,000
 - ii. Technology Surcharge = \$80 (\$2,000 x 4% Technology Surcharge)
 - iii. Total for “Pay This Amount” field = \$2,080.00
6. Hit the continue button

Fees by type of Public Works Engineering submittal:

- Construction Drawing review fee – see submittal checklist and item 5. to determine fee amount to enter in “Pay this amount”
- As-Built Drawing review fee - \$104.00 is the amount to enter in “Pay this amount”
- Video Inspection review fee - see submittal checklist and item 5.to determine fee amount to enter in “Pay this amount”
- SCM As-Built Drawings review few - \$104.00 is the amount to enter in “Pay this amount”