



CITY OF DURHAM – 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 and submit in accordance to the selection made on the back side of this checklist.

PROJECT INFORMATION

Project Name: _____

Phase: _____ Planning Case Number: _____

Previous Project Name/s: _____

PIN numbers: _____

APPLICANT INFORMATION

Certifying Engineer: _____ Company: _____

Email Address: _____ Phone: _____

Address: _____

SUBMITTAL CHECKLIST

Check all required submittal items:

Stormwater preconstruction meeting date: _____

Submittal Format:

All documents or legal/ledger size items bound or in a three ring binder with, **(no loose sheets, rubber banded or paper clipped documents will be accepted)**

Table of contents, and

All documents in order of table of contents.

All plan sets bound into sets and either rolled or folded.

Digital submittal attached to front cover or just inside front cover (no download links).

SCM As-built Documentation:

General Checklist.

Executed General Certification.

Set of approved construction drawings.

SCM as-built drawings.

SCM as-built survey.

Approved drainage area map.

Revised drainage area map.

Approved design summary sheet.

Revised design summary sheet.

Completed SCM project specific checklist.

SCM completion and construction digital color photos, including critical components.

Landscape certification letter.

Operations and Maintenance Manual.

Approved construction cost estimate.

Revised construction cost estimate.

Geotechnical certification, including testing and support documentation.

Materials certification, including testing and support documentation.

Note: "Revised" refers to as-built conditions and "approved" refers to approved construction drawings.



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Choose type of submittal.

BCE Submittal:

- 1st SCM As-built Submittal,*
 - Submit through the Development Services Center (located on the ground floor)
 - To the attention of **Rhonda Spivey**, Stormwater Development Review.
 - Hard Copy of all supporting documents listed above, and
 - Electronic copy of all supporting documents (Listed under “SCM As-built Documentation”):
 - CD/DVD or USB drive
 - BCE Certificate # _____
 - A copy of the certifier’s BCE Certificate.

- All additional SCM As-built submittals beyond 1st submittal,*
 - Submit through the Development Services Center (located on the ground floor)
 - To the attention of **Rhonda Spivey**, Stormwater Development Review.
 - Hard Copy of all supporting documents listed above, and
 - Revised As-built Documentation (Listed under “SCM As-built Documentation”).
 - 1st or Subsequent Submittal As-built Redlines.
 - Electronic copy of all revised as-built documentation (Listed under “SCM As-built Documentation”):
 - CD/DVD or USB drive
 - BCE Certificate # _____
 - A copy of the certifier’s BCE Certificate.

NON-BCE Submittal:

- 1st SCM As-built Submittal,*
 - In-person submittal & Review meeting scheduled with the **Stormwater Reviewer** (set aside ~ 4 hours minimum)
 - Document Submittal at City Hall (set aside ~ 2 hour)
 - Onsite inspection (set aside ~ 2 hour/SCM)
 - Hard Copy of all supporting documents listed above, and
 - Electronic copy of all supporting documents (Listed under “SCM As-built Documentation”):
 - CD/DVD or USB drive

- All additional SCM As-built submittals beyond 1st submittal,*
 - Submit through the Development Services Center (located on the ground floor)
 - To the attention of **Rhonda Spivey**, Stormwater Development Review.
 - Hard Copy of all supporting documents listed above, and
 - Revised As-built Documentation (Listed under “SCM As-built Documentation”).
 - 1st or Subsequent Submittal As-built Redlines.
 - Electronic copy of all revised as-built documentation (Listed under “SCM As-built Documentation”):
 - CD/DVD or USB drive

Comments:

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