



CITY OF DURHAM – CONSTRUCTION DRAWING  
 SUBMITTAL CHECKLIST  
 Development Services Center  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
[www.durhamnc.gov](http://www.durhamnc.gov)

Development  
 Services Center

**Submit to the Public Works Desk of the Development Services Center  
 on the Ground Floor of City Hall.**

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

**PROJECT INFORMATION**

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

**Project name above shall match exactly the project name shown on the cover sheet**

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

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

**APPLICANT INFORMATION**

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**SUBMITTAL INFORMATION**

1<sup>st</sup> Construction Drawing Submittal Project Type and Associated Fees(Mark all that apply):

**Commercial Project** (includes apartment buildings)

Water and/or Sewer Permits Required?  **No**, \$1,100  **Yes**, \$2,000

**Subdivision Project** (Single Family / Townhome)

# of Lots = \_\_\_\_\_ # of Phases = \_\_\_\_\_

[\$2,200 x (# of Phases)] + [\$15/lot x (# of Lots)] = \$ \_\_\_\_\_

**Pump Station Drawings** \$10,000

Subtotal of Fees = \$ \_\_\_\_\_

4% Technology Surcharge Fee for all charges \$ \_\_\_\_\_

**Total Fees Due = \$** \_\_\_\_\_

**The included sets of site plans are:**

Site plan is not required  Approved & stamped

Approved but not stamped DSC acceptance letter provided

under review (#\_\_\_\_\_) DSC acceptance letter provided

Construction Drawing **Re-submittal #** \_\_\_\_\_

Final/Reproducible Construction Drawing Submittal for signatures

Revision to Previously Approved Construction Drawings:

**Fee:**  \$1,000 Amendment # \_\_\_\_\_

4% Technology Surcharge Fee for all charges \$ \_\_\_\_\_

**Total Fees Due = \$** \_\_\_\_\_

**Is the project under construction?**  No  Yes, **PW Inspector:** \_\_\_\_\_



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**INSTRUCTIONS**

Visit <http://durhamnc.gov/3197/Construction-Drawing-Review-Process> for information regarding the construction drawing review process and email [triage@durhamnc.gov](mailto:triage@durhamnc.gov) for questions about the submittal process.

Initial in the space provided to indicate the following submittal requirements have been met. For items that do not apply, the applicant should note "N/A" for those items. Depending upon the project, additional items may be required. Construction drawing submittals without the following minimum criteria will be returned to the applicant **without a review being performed**. All report covers must contain the project name as listed in the cover sheet of the construction drawings and PIN#s. Separate materials into submittal packages for each review group as shown on the checklist.

**Construction drawings review fees** shall be paid at time of the initial submittal and will include a 4% technology surcharge fee. Base fee below applies **per phase** of project plans (i.e. if a 3 phase project is submitted the fee is 3 x the base fee plus lot fees if lot fees apply). Phasing any type of project after construction drawing approval will result in a base fee charge per phase only.

**REVIEW GROUPS REQUIRED TO REVIEW THE CONSTRUCTION DRAWINGS**

- Engineering Division (streets, sidewalk, water, sewer, storm drainage)
- Stormwater Services (SIA, SCMs)
- Department of Transportation (signage, pavement markings, road widening, sidewalk detours)
- Department of Water Management (pump stations)
- City-County Development Services Center (floodplain, surface waters and buffers)

**Comments:**



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**ENGINEERING DIVISION SUBMITTAL REQUIREMENTS**  
 PROJECT INFORMATION

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

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

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

**APPLICANT INFORMATION**

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Submittal     Re-submittal     Originals     Revision to Previously Approved

Comments:

**ENGINEERING DIVISION SUBMITTAL REQUIREMENTS**

**Initial Submittal**

- \_\_\_\_\_ Construction Drawing Submittal Checklist (Engineering Division Section of the checklist)
- \_\_\_\_\_ Digital Set of Site Plan
- \_\_\_\_\_ Set of Construction Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ 10-year and 25-year HGL calculations for all proposed storm drainage pipes (as required by the Reference Guide for Development)
- \_\_\_\_\_ Swale and flume design calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Culvert design calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Gutter spread calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Fire flow analysis for each individual phase and full project build-out if applicable (as required by the Reference Guide for Development)
- \_\_\_\_\_ Private/public pump station plans included in set of construction drawings
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive



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**ENGINEERING DIVISION SUBMITTAL REQUIREMENTS (CONTINUED)**

**Re-submittals (Re-reviews)**

- \_\_\_\_\_ New Construction Drawing Submittal Checklist (Engineering Division Section of the checklist)
- \_\_\_\_\_ Set of Revised Construction Drawings
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Revised calculations/reports
- \_\_\_\_\_ Redlined calculations/reports from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive

**Final Submittal for Signature/Approval**

- \_\_\_\_\_ New Construction Drawing Submittal Checklist (Engineering Division Section of the checklist)
- \_\_\_\_\_ Original signed/sealed reproducible Construction Drawings for signature
- \_\_\_\_\_ Additional set of Revised Construction Drawings if there are comments from the previous review.
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Redlined calculations/reports from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive



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## STORMWATER SERVICES DIVISION

### PROJECT INFORMATION

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

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

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

### APPLICANT INFORMATION

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Submittal     Re-submittal     Originals     Revision to Previously Approved

Comments:

### STORMWATER SERVICES DIVISION SUBMITTAL REQUIREMENTS

#### Initial Submittal

\_\_\_\_\_ Paper and digital copies of the Construction Drawing Submittal Checklist (Stormwater Services Division Section of the checklist)

\_\_\_\_\_ Hard Copy Set of Site Plan

\_\_\_\_\_ Approved stormwater impact analysis. If any changes have been made to the site plan that affect the analysis, a revised analysis must be submitted and a revised site plan may be required.

\_\_\_\_\_ Set of Construction Drawings (24"x36" sheet size – to scale)

\_\_\_\_\_ Final design calculations for any stormwater BMPs. All BMP designs, where routing is a key component of the design, will require the use of storage indication routing methodology such as TR-20 or HEC-1 models. Provide stage-storage relationship and inflow and outflow hydrographs for all routing calculations. Provide all tabulated data, including calculations showing the outlet under orifice control, barrel control, and weir control (as appropriate), and provide the equations used to develop the rating tables/curves.

\_\_\_\_\_ Stormwater BMP Design Summary filled out with design calculations (one for each BMP)

\_\_\_\_\_ Electronic submittal of hard copies on CD/DVD or USB Flash Drive in Portable Document Format (PDF) with the JFSLAT in Excel format.



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**STORMWATER SERVICES DIVISION SUBMITTAL REQUIREMENTS (CONTINUED)**

**Re-submittals (Re-reviews)**

- \_\_\_\_\_ New paper and digital copies of the Construction Drawing Submittal Checklist (Stormwater Services Division section of the checklist)
- \_\_\_\_\_ Set of Revised Construction Drawings
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Revised calculations/reports
- \_\_\_\_\_ Redlined calculations/reports
- \_\_\_\_\_ Electronic Submittal of hard copies on CD/DVD or USB Flash Drive in Portable Document Format (PDF) with the JFSLAT in Excel format.

**Final Submittal for Signature/Approval**

- \_\_\_\_\_ New paper and digital copies of the Construction Drawing Submittal Checklist (Stormwater Services Division section of the checklist)
- \_\_\_\_\_ Original signed/sealed reproducible Construction Drawings for signature
- \_\_\_\_\_ Digital Set of Original Signed/Sealed Calculations/Reports
- \_\_\_\_\_ Additional set of Revised Construction Drawings if there are Comments from the Previous Review.
- \_\_\_\_\_ Redlined Construction Drawings from Previous Submittal
- \_\_\_\_\_ Redlined Calculations/Reports from Previous submittal



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## DEPARTMENT OF TRANSPORTATION

### PROJECT INFORMATION

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

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

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

### APPLICANT INFORMATION

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Submittal     Re-submittal     Originals     Revision to Previously Approved

Comments:

### DEPARTMENT OF TRANSPORTATION SUBMITTAL REQUIREMENTS

#### Initial Submittal

- \_\_\_\_\_ Construction Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Digital Set of Site Plan
- \_\_\_\_\_ Set of Construction Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Cover sheet with special conditions of approval requirements
- \_\_\_\_\_ All road widening drawings (public, private or NCDOT)
- \_\_\_\_\_ Signing and marking drawings included
- \_\_\_\_\_ Signing and marking notes included on plans
- \_\_\_\_\_ Standard signing and marking details included on plans (sign details, pavement marking details, street marker details, etc.)
- \_\_\_\_\_ Signal Plans
- \_\_\_\_\_ Traffic Control Plan (if closing streets for any length of time or closing sidewalks for more than 7 days)
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive



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DEPARTMENT OF TRANSPORTATION SUBMITTAL REQUIREMENTS (CONTINUED)

**Re-submittals (Re-reviews)**

- \_\_\_\_\_ New Construction Drawing Submittal Checklist Construction Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Set of Revised Construction Drawings
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive

**Final Submittal for Signature/Approval**

- \_\_\_\_\_ New Construction Drawing Submittal Checklist Construction Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Original signed/sealed reproducible Construction Drawings for signature
- \_\_\_\_\_ Additional set of Construction Drawings if there are comments from the previous review.
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive





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## DEPARTMENT OF WATER MANAGEMENT

### PROJECT INFORMATION

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

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

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

### APPLICANT INFORMATION

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Submittal     Re-submittal     Originals     Revision to Previously Approved

Comments:

### DEPARTMENT OF WATER MANAGEMENT SUBMITTAL REQUIREMENTS

#### Initial Submittal

- \_\_\_\_\_ Paper and digital copies of the Construction Drawing Submittal Checklist (Department of Water Management section of the checklist)
- \_\_\_\_\_ Digital Set of Construction Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Digital Set of Electrical Plans Pump Station Designs (24"x36" sheet size – to scale)
- \_\_\_\_\_ Digital Set of Private/Public Pump Station Design Calculations
- \_\_\_\_\_ Digital Information for Sewer Basin Location of Project Provided
- \_\_\_\_\_ Digital Copy of Utility Impact Analysis (UIA) from the Site Plan Review
- \_\_\_\_\_ Digital Copy of No-Impact to City Infrastructure determined
- \_\_\_\_\_ Digital Copy CIP Notification and Coordination
- \_\_\_\_\_ Digital Copy of Design Worksheets (from Lift station design Standards Appendix A)
- \_\_\_\_\_ Digital Copy of Manufacturer's Specifications for Pump (including controls), Generator, and Transfer Switch.



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DEPARTMENT OF WATER MANAGEMENT SUBMITTAL REQUIREMENTS (CONTINUED)

**Re-submittals (Re-reviews)**

- \_\_\_\_\_ New paper and digital copies of the Construction Drawing Submittal Checklist (Department of Water Management section of the checklist)
- \_\_\_\_\_ Digital Set of Revised Construction Drawings
- \_\_\_\_\_ Digital Set of Revised of all Previously Submitted Drawings
- \_\_\_\_\_ Digital Set of Redlined Documentation and Construction Drawings from previous submittal

**Final Submittal for Signature/Approval**

- \_\_\_\_\_ New paper and digital copies of the New Construction Drawing Submittal Checklist (Department of Water Management section of the checklist)
- \_\_\_\_\_ Original Signed/Sealed Reproducible Documentation, Permits, & Construction Drawings for Signature (**Hard Copy**)
- \_\_\_\_\_ Digital Set of Revised Drawings
- \_\_\_\_\_ Digital Set of Redlined Documentation and Construction Drawings from previous submittal



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**CITY-COUNTY DEVELOPMENT SERVICES**  
 PROJECT INFORMATION

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

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

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

APPLICANT INFORMATION

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- Initial Submittal       Re-submittal       Originals       Revision to Previously Approved

Comments:

CITY-COUNTY DEVELOPMENT SERVICES CENTER SUBMITTAL REQUIREMENTS FOR FLOODPLAIN OR SURFACE WATER & BUFFER

**Initial Floodplain Submittal**

\_\_\_\_\_ Previous project's PW Numbers if known: \_\_\_\_\_

\_\_\_\_\_ Paper and digital copies of the Construction Drawing Submittal Checklist (Development Services Center section of the checklist)

\_\_\_\_\_ Digital Set of Site Plan (24"x36" sheet size – to scale)

\_\_\_\_\_ Digital Set of Construction Drawings (24"x36" sheet size – to scale)

\_\_\_\_\_ Digital Copy of the Floodplain Determination Form

\_\_\_\_\_ Digital Copy of the Completed Floodplain Checklist

\_\_\_\_\_ Digital Copy of the Floodplain Impact Plan (24"x36" sheet size – to scale)

\_\_\_\_\_ Digital Copy of the Floodplain Review Items per the Floodplain Determination Form

\_\_\_\_\_ Digital Copy of the Design Professional's Narrative of Floodplain (Existing Conditions, Proposed Work, Impact of Activities, and Required Protections -Regulatory Specific)



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CITY-COUNTY DEVELOPMENT SERVICES CENTER SUBMITTAL REQUIREMENTS FOR FLOODPLAIN OR SURFACE WATER & BUFFER (CONTINUED)

**Initial Surface Water & Buffer Submittals**

- \_\_\_\_\_ Previous PW Numbers if known: \_\_\_\_\_
- \_\_\_\_\_ Paper and digital copies of the Construction Drawing Submittal Checklist (Development Services Center section of the checklist)
- \_\_\_\_\_ Digital Set of Site Plan (24"x36" Sheet Size – to Scale)
- \_\_\_\_\_ Digital Set of Construction Drawings (24"x36" Sheet Size – to Scale)
- \_\_\_\_\_ Digital Copy of the Buffer/Setback Determination Form for Streams & Wetlands
- \_\_\_\_\_ Digital Copy of the Stream & Wetland Impact Plan Checklist
- \_\_\_\_\_ Digital Copy of the Stream & Wetland Impact Plan
- \_\_\_\_\_ Digital Copy of the NPAA Form (Ordinance Use Noted)
- \_\_\_\_\_ Digital Copy of the Stream Determination Report and Letter (Regulatory Specific)
- \_\_\_\_\_ Digital Copy of the Design Professional's Narrative of Stream & Wetland (Existing Conditions, Proposed Work, Impact of Activities, and Required Protections -Regulatory Specific)

**Re-submittals (Floodplain or Surface Water & Buffer Re-reviews)**

- \_\_\_\_\_ New paper and digital copies of the Construction Drawing Submittal Checklist (Development Services Center section of the checklist)
- \_\_\_\_\_ Digital Set of Revised of All Previously Submitted Drawings
- \_\_\_\_\_ Digital Set of Redlined Documentation and Drawings from Previous Submittal

**Final Submittal for Floodplain or Surface Water & Buffer Submittal(s) Signature/Approval**

- \_\_\_\_\_ New paper and digital copies of the Construction Drawing Submittal Checklist (Development Services Center section of the checklist)
- \_\_\_\_\_ Original Signed/Sealed Reproducible Documentation, Permits, & Construction Drawings for Signature (**Hard Copy**)
- \_\_\_\_\_ Digital Set of Revised of all Previously Submitted Drawings
- \_\_\_\_\_ Digital Set of Redlined Documentation and Construction Drawings from Previous Submittal