



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
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

1st 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 = _____

\$2,200 + [\$15.00/lot x (# of Lots)] = \$ _____

of phases submitted: _____

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 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 MANAGMENT 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