



Durham County Utilities Division

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 www.dconc.gov

Project Submittal Checklist

This checklist shall be utilized when preparing to submit for review to ensure all required documents are completed and included with the submittal.

CONSTRUCTION DRAWING REVIEW	RESIDENTIAL DEVELOPMENT	
	<input type="checkbox"/>	Submittal Coversheet (required for ALL submittals)
	<input type="checkbox"/>	Sewer Connection Application (required for 1 st submittals only)
	<input type="checkbox"/>	Fee Calculation Form (required any time payment is due)
	<input type="checkbox"/>	Payment Confirmation Receipt (required any time payment is due)
	<input type="checkbox"/>	CDs: A complete set of Construction Drawings that includes a cover sheet, notes, existing conditions, site plan, grading, overall utility, utility plan & profiles, and details. For a re-review, all changes must be clouded.
	<input type="checkbox"/>	Response to Comments
	<input type="checkbox"/>	Extension Permit - Public/Private: Completed NCDEQ Sewer Extension Permit Application & Required Documents (i.e cover letter, maps, documentation of registered business, etc.) - <i>separate applications required if there is public and private sewer</i>
	<input type="checkbox"/>	NCDOT Encroachment Agreement
	COMMERCIAL DEVELOPMENT	
	<input type="checkbox"/>	Submittal Coversheet (required for ALL submittals)
	<input type="checkbox"/>	Sewer Connection Application (required for 1 st submittals only)
	<input type="checkbox"/>	Fee Calculation Form (required any time payment is due)
	<input type="checkbox"/>	Payment Confirmation Receipt (required any time payment is due)
	<input type="checkbox"/>	CDs: A complete set of Construction Drawings that includes a cover sheet, notes, existing conditions, site plan, grading, overall utility, utility plan & profiles, and details. For a re-review, all changes must be clouded.
	<input type="checkbox"/>	Extension Permit - Public/Private: Completed NCDEQ Sewer Extension Permit Application & Required Documents (i.e cover letter, maps, documentation of registered business, etc.) - <i>separate applications required if there is public and private sewer</i>
	<input type="checkbox"/>	Response to Comments
	<input type="checkbox"/>	NCDOT Encroachment Agreement
	<input type="checkbox"/>	IWS: Industrial Waste Survey (IWS) - Short Form
	<input type="checkbox"/>	Plumbing Plans: A complete set of Plumbing Plans that shows all waste lines (domestic, process, grease) and equipment
<input type="checkbox"/>	Grease Trap Calculations: calculations used to determine appropriate size for the grease trap (calculations must follow Durham County Sewer Use Ordinance Section 26-102(c)(2))	
<input type="checkbox"/>	Cut Sheet and Specs: Cut Sheet and Specs for any Pretreatment Unit, oil/water separator or Grease Trap	

INDUSTRIAL DEVELOPMENT	
CONSTRUCTION DRAWING REVIEW (CONT.)	<input type="checkbox"/> Submittal Coversheet (required for ALL submittals)
	<input type="checkbox"/> Sewer Connection Application (required for 1 st submittals only)
	<input type="checkbox"/> Fee Calculation Form (required any time payment is due)
	<input type="checkbox"/> Payment Confirmation Receipt (required any time payment is due)
	<input type="checkbox"/> CDs: A complete set of Construction Drawings that includes a cover sheet, notes, existing conditions, site plan, grading, overall utility, utility plan & profiles, and details. For a re-review, all changes must be clouded.
	<input type="checkbox"/> Response to Comments
	<input type="checkbox"/> Extension Permit - Public/Private: Completed NCDEQ Sewer Extension Permit Application & Required Documents (i.e cover letter, maps, documentation of registered business, etc.) - <i>separate applications required if there is public and private sewer</i>
	<input type="checkbox"/> NCDOT Encroachment Agreement
	<input type="checkbox"/> IWS: Industrial Waste Survey (IWS) - Short Form
	<input type="checkbox"/> Plumbing Plans: A complete set of Plumbing Plans that shows all waste lines (domestic, process, grease) and equipment
	<input type="checkbox"/> Grease Trap Calculations: calculations used to determine appropriate size for the grease trap (calculations must follow Durham County Sewer Use Ordinance Section 26-102(c)(2))
	<input type="checkbox"/> Cut Sheet and Specs: Cut Sheet and Specs for any Pretreatment Unit, oil/water separator or Grease Trap

ALL DEVELOPMENT	
AS-BUILT / SEWER VIDEO REVIEW	<input type="checkbox"/> Submittal Coversheet (required for ALL submittals)
	<input type="checkbox"/> Fee Calculation Form (required any time payment is due)
	<input type="checkbox"/> Payment Confirmation Receipt (required any time payment is due)
	<input type="checkbox"/> As-Builts (As-Builts must be the design drawings that are annotated with the after-construction information and show required buffers, floodplains, materials, slopes, and separation distances). For final approved As-Builts, a hard copy must be submitted to our office. For a final certification, include a full set of As-Builts that includes all phases.
	<input type="checkbox"/> A table on the coversheet of the As-Builts that lists the DEQ permit number(s), the linear feet of sewer permitted (by material and size), and the linear feet of sewer installed (by material and size). If project is constructed in multiple phases, table must show amount installed for each phase.
	<input type="checkbox"/> Engineer Certification: A signed Partial or Final Engineer Certification - for a partial Engineer Certification, indicate what phase was completed and the linear feet of sewer included with the phase. For a final certification, indicate final and include a full set of As-Builts that includes all phases.
	<input type="checkbox"/> Sewer Video - may be submitted electronically. If we are unable to open the files, a flash drive of the videos may be required.
	<input type="checkbox"/> Utility Plan: an overall utility plan that is highlighted with the segments of sewer video included with the submittal.
	<input type="checkbox"/> CAD Files for the As-Builts
	<input type="checkbox"/> Text Files with the infrastructure information (structures & pipes) in the following format: <ul style="list-style-type: none"> • Structures: (ID,TYPE,EASTING,NORTHING,ELEVATION,INVERT,MATERIAL) • Pipes: (ID,SIZE,MATERIAL,USID,DSID,USINV,DSINV,SLOPE,LENGTH)
	<input type="checkbox"/> Recorded Easement Plats