



## PROJECT SUBMITTAL CHECKLIST

**PLEASE INCLUDE THIS CHECKLIST AND THE FOLLOWING ITEMS WHEN SUBMITTING A NEW PROJECT TO BCWS.**

Please upload all construction drawings review submittals online at: <https://berkeleycountysc.gov/energoinfo>. All items are required in PDF format with a first submittal unless noted in the item description. Always use the most up-to-date forms found on [www.bcws.berkeleycountysc.gov](http://www.bcws.berkeleycountysc.gov).

**See Appendix F20 for file naming conventions to submit online.**

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

<i>Item Uploaded</i>	<i>Item Description</i>
	<b>ONE <u>complete</u> set</b> of construction drawings, specifications, and details (produced from the AutoCAD files so the sheets are clear and scalable) <sup>i</sup>
	Plan Review Fee Payment – send to BCWS Engineering, Attn: Administrative Support Specialist
	Appendix F30: BCWS Plan Submittal Checklist
	Developer’s Letter of Intent
	Water System Design Calculation Booklet (if water project) <sup>i</sup>
	Sewer System Design Calculation Booklet (if sewer project) <sup>i</sup>
	Pump Station Specification Booklet (if pump station project) <sup>i</sup>
	Cost estimate (water) on Engineer’s letterhead
	Cost estimate (sewer) on Engineer’s letterhead
	One full size (24x36) & one half size (12x18) complete, bound hard copies of the construction drawings – <b>DUE ONCE APPROVED</b> by BCWS Engineering

<sup>i</sup> Please see Appendix F25 for design criteria for construction drawings and calculations.