



## MEMORANDUM

*To: The Development Community*

*Re: New BCWS E-Review Online Submittal Process*

*From: Ashley Yeh, BCWS Engineering Department*

*Date: February 22, 2021*

**Starting Monday, March 1, 2021, all revisions to previously processed BCWS Sewer and/or Water plans will be required to utilize the new E-Review Online Submittal process. Brandy Sparkman, BCWS Engineering Administrative Support Specialist,** will be able to assist applicants with the new process.

At this time, initial BCWS construction drawings submittals will still be sent in via hard copy to **Catherine Taylor, Plan Case Administrative Assistant** for processing. Once BCWS receives the hard copy submittal, a WSPD Plan Case will be created. The Applicant and the Developer will receive a notification that their application has been accepted. The notification will include instructions regarding uploading the files to the E-Review Portal, as well as notifying the Applicant and Developer that the Plan Review fee invoice is available for viewing. **BCWS will begin collecting Plan Review fees with the initial plan submittal beginning March 1, 2021. These fees must be paid prior to the start of plans review for the project.**

The Applicant's email address provided in the Development Review Application will serve as the primary method of communication and means to access submitted Plan Case information in the E-Review Portal. The applicant will only be able to upload plans and documentation, access information about a Plan Case, receive comment letters and marked up drawings for those projects that are listed under his/her email address in the E-Review Portal.

### **How to Submit a New BCWS Plan Case or a Revision to a BCWS Plan Case**

1. Applicants must log in to the E-Review Portal at <https://berkeleycountysc.gov/energoinfo> and select the applicable Plan Case (provided in the notification email referenced above).
2. Scroll to the bottom of the page to upload files to the Plan Case. **Please note:** the uploaded documents must follow the naming conventions found at the end of this memo. If these naming conventions are not followed, the submittal will not be accepted and the Applicant will receive a notification via email that they must upload the documents as instructed in this memo. As these documents are uploaded to the applicable project, the Project Title is not needed in the file names.
3. If Plan Review fees are due, submit a check to BCWS, Attn: Brandy Sparkman.

Plan or Plat submittals that, following review by the qualifying departments, become inactive for a period of six months following the date of the last correspondence issued by any of the Departments engaged in the review will be discarded unless the Applicant demonstrates a good faith effort to progress the submittal prior to the expiry deadline and/or an extension is granted. Should a Plan or Plat submittal be discarded, submittal of a new application and payment of review fees applicable to a new submittal will be required in order to proceed with review.

The Applicant and Developer will receive a notification email once the completeness check of the plans and supporting documents have been reviewed and accepted. A second notification will be sent to the Applicant and Developer when the plans and supporting documents have been reviewed and all comments are complete. The Applicant will log into the E-Review Portal at <https://berkeleycountysc.gov/energoinfo> and navigate to the applicable plan case to download the marked up drawings and comment letter.

### **Resubmittals / Record Drawings**

Resubmittals shall be submitted through the E-Review Portal. Efficiency of the plans/plat review process is maximized when each applicable Department is reviewing the same version of the submittal. Because of this, Applicants **shall not** submit revisions to a previously processed plans/plat submittal until all applicable Departments have provided comments. Plans/Plat submittals will not be accepted if submitted before all applicable Departments have provided comments. Failure to do so will cause Plans/Plat submittals to NOT BE ACCEPTED.

The Applicant will log into the E-Review Portal at <https://berkeleycountysc.gov/energoinfo>, select the applicable plan case and upload the required documents for review for resubmittals to construction drawings.

For record drawings submittals, please log into the E-Review Portal and upload all documentation required for your record drawings review. If this is a first submittal of record drawings, please include all applicable items from Appendix F27.

### **Staff Contacts**

The following staff members are available to assist with any questions concerning the submittal process:

***Brandy Sparkman, Administrative Support Specialist***  
Berkeley County Water & Sanitation  
212 Oakley Plantation Drive, Moncks Corner, SC 29461  
(843) 719-2314  
[brandy.sparkman@berkeleycountysc.gov](mailto:brandy.sparkman@berkeleycountysc.gov)

### **Submittal Requirements**

For Construction Drawings submittals, refer to Appendix F26:

<https://bcws.berkeleycountysc.gov/wp-content/uploads/images/2020/07/Appendix-F26-New-Project-Submittal-Checklist.pdf>

For Record Drawings submittals, refer to Appendix F27:

<https://bcws.berkeleycountysc.gov/wp-content/uploads/images/2020/07/Appendix-F27-Closeout-Submittal-Checklist.pdf>

**File Naming Conventions**

<b>For Construction Drawing Submittals:</b>	
<b>Item:</b>	<b>Name:</b>
Construction Drawings	<b>Construction Drawings v</b> (Insert submittal number)
Letter of Intent	<b>LOI v</b> (Insert submittal number)
Appendix F30	<b>CD Appendix F30 v</b> (Insert submittal number to match CD submittal version)
Sewer Calculations	<b>Sewer Calcs v</b> (Insert submittal number)
Water Calculations	<b>Water Calcs v</b> (Insert submittal number)
Estimated Sewer Cost	<b>Est Sewer Cost v</b> (Insert submittal number)
Estimated Water Cost	<b>Est Water Cost v</b> (Insert submittal number)
Construction Drawings Mark Ups	<b>CD Mark Ups v</b> (Insert submittal number) BCWS Use Only
Construction Drawings Comment Letter	<b>CD Comment Letter v</b> (Insert submittal number) BCWS Use Only
Construction Drawings Comment Response Letter	<b>CD Comment Response v</b> (Insert submittal number)

<b>For Record Drawing Submittals:</b>	
<b>Item:</b>	<b>Name:</b>
Record Drawings	<b>Record Drawings v</b> (Insert submittal number)
Unrecorded Plat	<b>Unrecorded Plat v</b> (Insert submittal number)
Recorded Plat	<b>Recorded Plat v</b> (Insert submittal number)
Legal Description	<b>Legal Description v</b> (Insert submittal number)
Certification Letter	<b>Cert Letter v</b> (Insert submittal number)
Appendix F2	<b>Appendix F2 v</b> (Insert submittal number)
Appendix F30	<b>RD Appendix F30 v</b> (Insert submittal number to match RD submittal version)
Final Cost of Gravity Sewer	<b>Final Cost GS v</b> (Insert submittal number)
Final Cost of Water	<b>Final Cost Water v</b> (Insert submittal number)
Final Cost of Force Main	<b>Final Cost FM v</b> (Insert submittal number)
Final Cost of Pump Station (w/Breakdown)	<b>Final Cost PS v</b> (Insert submittal number)
Water Pressure Test	<b>Water Pressure Test v</b> (Insert submittal number)
Water Tracer Wire Certification	<b>Water Tracer Wire Cert v</b> (Insert submittal number)
Gravity Sewer Air Test	<b>Air Test v</b> (Insert submittal number)
Gravity Sewer Deflection Test	<b>Deflection Test v</b> (Insert submittal number)
Force Main Pressure Test	<b>FM Pressure Test v</b> (Insert submittal number)

Force Main Tracer Wire Certification	<b>FM Tracer Wire Cert v</b> (Insert submittal number)
Drawdown Test	<b>Drawdown v</b> (Insert submittal number)
Generator Startup Report	<b>Gen Startup Report v</b> (Insert submittal number)
Electric Account Info	<b>Electric Acct Info v</b> (Insert submittal number)
Water Account Info	<b>Water Acct Info v</b> (Insert submittal number)
Record Drawings Mark Ups	<b>RD Mark Ups v</b> (Insert submittal number) BCWS Use Only
Record Drawings Comment Letter	<b>RD Comment Letter v</b> (Insert submittal number) BCWS Use Only
Record Drawings Comment Response Letter	<b>RD Comment Response v</b> (Insert submittal number)