

Public Works Permitting

Final Plan Review Submittal Checklist

Form 1 of 2 for Plan Review



Permit NO.: PBOT _____ BES _____

Project Name: _____

SUBMITTAL REQUIREMENTS

Submitted	City Received	
<input type="checkbox"/>	<input type="checkbox"/>	CD with PDF of the plan sheets or submittal by download on a FTP site (Must say Plan Submittal or File Transfer in subject line) DO NOT ATTACH PDF's IN EMAIL
<input type="checkbox"/>	<input type="checkbox"/>	Final Stormwater report including calculations, geotechnical report (soil type, infiltration test, groundwater depth)
<input type="checkbox"/>	<input type="checkbox"/>	Final Sewer Design calculations (Optional if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Design Report
<input type="checkbox"/>	<input type="checkbox"/>	Street opening permit Fee check (\$_____) if required
<input type="checkbox"/>	<input type="checkbox"/>	Approved Design exceptions if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Plan Review - Requirements Design & Drafting Form
<input type="checkbox"/>	<input type="checkbox"/>	Copy of latest plat
<input type="checkbox"/>	<input type="checkbox"/>	PDF of redline plan set(s) explaining corrective action

SUBMITTED TO THE CITY BY: _____ DATE: _____

CONTACT NAME: _____ PHONE _____

EMAIL: _____

NOTE: This checklist is intended as a general guide to accept or reject plans into the public works permit review process. City staff may request additional information specific to the project before concept plan intake can be completed.

