Include the following information with the project drawings. See DCSM sections 2.3 and 2.6 for additional details on drawings.

**Instructions**:

Indicate your response to each item in the checklist. Select ‘Yes’ if the checklist item has been completed in full. Select ‘No’ or ‘N/A’ if that item is not included or not required for the specific project. Explain why that item has not been included in the submittal.

| **RESPONSE** | **REQUIREMENTS** |
| --- | --- |
| Choose an item. | Submit plans, specifications, cost estimates, and other data in accordance with DCSM section 1.5, the design phase requirements in DSCM section 2.6, and the code compliance checklists. |
| Choose an item. | Submit drawings in accordance with DCSM section 2.3, the working drawing requirements in DSCM section 2.6.5, and the working drawing checklists. |
| Choose an item. | Submit the complete project manual. Include front end documents, specifications, and appendices, if applicable. See DCSM section 1.5.4. |
| Choose an item. | Submit an updated A/E project cost estimate. See DCSM sections 2.2 and 2.6.3. |
| Choose an item. | Confirm that all plan sheets have a single location on the right side for a 2½″ × 2½″ box for the UBO stamp approval. |
| Choose an item. | Confirm that all site and civil plan sheets have a second location on the right side for a 2½″ × 2½″ box for SID stamp approval. This box may be above or below the dedicated location for the UBO stamp approval. |
| Choose an item. | Submit calculations and the completed working drawings checklist. See DCSM section 2.6.5.2. |
| Choose an item. | Submit record drawings and specifications. See DCSM section 2.6.5.3. |
| Choose an item. | Submit general requirements and the completed working drawings checklist. |
| Choose an item. | Submit title sheets and the completed working drawings checklist. |
| Choose an item. | Submit summary floor plan information and the completed working drawings checklist. |
| Choose an item. | Submit architectural drawings and the completed working drawings checklist. See DCSM section 2.6.5.5. |
| Choose an item. | Submit landscape architectural drawings and the completed working drawings checklist. |
| Choose an item. | Submit site drawings and the completed site and civil plan working drawings checklist. |
| Choose an item. | Submit demolition drawings and the completed working drawings checklist. |
| Choose an item. | Submit foundations drawings and the completed working drawings checklist. |
| Choose an item. | Submit concrete drawings and the completed working drawings checklist. See DCSM section 2.6.5.4. |
| Choose an item. | Submit utilities drawings and the completed working drawings checklist. |
| Choose an item. | Submit furnishing and equipment drawings and the completed working drawings checklist. |
| Choose an item. | Submit structural drawings and the completed working drawings checklist. See DCSM section 2.6.5.6. |
| Choose an item. | Submit the fire protection information plan and calculations and the completed fire systems working drawings checklist. See DCSM section 2.6.5.9. |
| Choose an item. | Submit fire suppression systems — sprinklers/standpipes drawings and the completed fire systems working drawings checklist. See DCSM section 2.6.5.9.1. |
| Choose an item. | Submit fire suppression systems — alternate automatic systems drawings and the completed fire systems working drawings checklist. See DCSM section 2.6.5.9.2. |
| Choose an item. | Submit fire pumps drawings and the completed fire systems working drawings checklist. See DCSM section 2.6.5.9.3. |
| Choose an item. | Submit fire detection and fire alarm systems drawings and the completed fire systems working drawings checklist. See DCSM section 2.6.5.9.4. |
| Choose an item. | Submit fire protection and fire safety systems drawings and the completed fire systems working drawings checklist. See DCSM section 2.6.5.9. |
| Choose an item. | Submit control systems drawings and the completed working drawings checklist. |
| Choose an item. | Submit plumbing drawings and the completed working drawings checklist. |
| Choose an item. | Submit mechanical drawings and the completed working drawings checklist. |
| Choose an item. | Submit electrical drawings and the completed working drawings checklist. |
| Choose an item. | Submit special requirements drawings and the completed working drawings checklist. See DCSM section 2.6.5.7. |
| Choose an item. | Submit roofing drawings and the completed working drawings checklist. |
| Choose an item. | Submit openings drawings and the completed working drawings checklist. |