



ENGINEERING DEPARTMENT

CITY OF COLUMBIA

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 COLUMBIA, TENNESSEE 38401
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ENGINEERING ...

**Enhancing
 The Quality
 Of Life**

Construction Plan Submittal Checklist

This checklist shall be submitted with the plans or they will not be accepted

Project Name		
Project Location (street and nearest cross street)		
Tax Map	Group	Parcel
Owner:		Engineer:
Phone		Phone
Email		Email
Developer:		Project Number (office use only)
Phone	
Email	

A site development plan containing the information indicated hereon is required for all commercial, industrial and residential activities.

The Engineer shall affix his/her seal, signature, and date to all sheets of the plans in accordance with the State of Tennessee Board of Architectural and Engineering Examiners Rules of Professional Conduct, Section 0120-2-08, and other applicable laws as required.

This plan shall be approved by the City Engineer prior to any grading or excavation, including the removal of trees, vegetation, or any construction activity of any type.

Required Information

Note: The following is the minimum information that is required on a set of construction plans that is submitted to the City of Columbia for review. Sheet size shall be a minimum of 24" x 36", but in no case shall exceed 30" X 42". **Construction plans submitted on other size sheets will not be reviewed.**

YES Items to be Completed and Provided with Initial Submittal:

	Land Disturbance Permit Application and Fee
	Stormwater Drainage maps and Detention Calculations
	Stand Alone Erosion Prevention and Sediment Control Sheet(s)
	Landscaping Plan; If None, Reason: _____.
	4 Sets of Civil Plans
	Title Sheet Containing: Permanent Project Name, Index, Vicinity Map, Map and Parcel #, Engineers Seal Signed and Dated, Space Designated for TDEC NOC #

Upon Final Plan Approval the Following Items Must Be Completed:

-A Copy of the TDEC Notice of Coverage NOC
-Roadway Inspection Fee, \$1 Per Linear Foot of Roadway
-Properly Executed and Recorded Inspection and Maintenance Agreement
-Any Approval Documentation Required From TDOT
-Any Other Needed Approvals From Any Entity of Authority
-Perimeter Siltation Control and Construction Access Properly Installed per the Plans and Inspected by the City of Columbia Engineering Department
-A Preconstruction Meeting with a TDEC EPSC Certified Level 1 and the Grading Contractor.