



## BCWS WSOPS Close-Out Submittal Checklist

Include this checklist and the following items when submitting a **close-out package** to BCWS.

Submit all close out submittal documents online at <https://build.berkeleycountysc.gov/>. All items are required to be in PDF format unless otherwise specified on this checklist. All items are required 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. These naming conventions are required to be used when uploading files to WSOPS plan cases.

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

### RECORD DRAWINGS

<i>Item Attached</i>	<i>Item Description</i>
	<b>ONE complete set</b> of record drawings, combined in a single pdf file (produced from the AutoCAD files so the sheets are clear and scalable) <sup>i</sup>
Not applicable w/ initial submittal	<b>ONE</b> full size (24x36) complete, bound, signed, sealed, and dated hard copy drawings <b>DUE ONCE APPROVED by the BCWS Engineering Department</b>
Not applicable w/ initial submittal	Credit Card sized USB with PDF (signed, sealed, & dated) and CAD files (drawn in AutoCAD2015 or earlier, or in Civil 3D exported to standard AutoCAD format) <b>DUE ONCE APPROVED by the BCWS Engineering Department</b>

### EASEMENT PLATS / SUBDIVISION PLATS WITH EASEMENTS

<i>Item Attached</i>	<i>Item Description</i>
	<b>ONE</b> unrecorded or recorded plat in pdf format
Not applicable w/ initial submittal	<b>ONE</b> recorded plat hard copy and one pdf uploaded to the plan case <b>DUE ONCE APPROVED by the BCWS Engineering Department</b>

### GENERAL DOCUMENTS

<i>Item Attached</i>	<i>Item Description</i>
	Engineer's Certification letter on letterhead
	Appendix F2: Project Design Information sheet to include attorney and contractor
	Appendix F40: BCWS Plan Submittal Checklist – completed, signed, & dated

### WATER MAIN CONNECTION – TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Pressure Tests as required (IAW AWWA C600, C605, and BCWSA 02670)
	Tracer Wire Continuity test certification letter for road crossing connections (for projects entering construction review after October 1, 2024)

<sup>i</sup> See Appendix F25 for design criteria for record drawings.