



BCWS Project Submittal Checklist

Include this checklist and the following items when submitting a **new project** to BCWS.

Submit all construction package submittal documents online at <https://berkeleycountysc.gov/energovinfo>. All items are required in PDF format. 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.

See Appendix F20 for file naming conventions. These naming conventions are required to be used when uploading files to WSPD plan cases.

Project Name: _____

<i>Item Attached</i>	<i>Item Description</i>
	ONE complete set of construction drawings, specifications, and details (produced from the AutoCAD files so the sheets are clear and scalable)
	Appendix F30: BCWS Plan Submittal Checklist
	Developer's Letter of Intent
	Water System Design Calculation Booklet (if water project) ⁱ
	Sewer System Design Calculation Booklet (if sewer project) ⁱ
	Pump Station Specification Booklet (if pump station project) ⁱ
	Cost estimate (water) on Engineer's letterhead
	Cost estimate (sewer) on Engineer's letterhead
	One half size (12x18) complete, bound, signed, sealed, and dated hard copy set of the construction drawings DUE ONCE APPROVED by the BCWS Engineering Department

ⁱ Please see Appendix F25 for design criteria for construction drawings and calculations.