## Submittal & Review Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Click here to enter a date. | A/E Name: |  |
| Project No.: |  | A/E Address: |  |
| Project Name: |  | Phase: | Choose an item. |

|  | | **Required** | | **A/E Submission Date** | **Owner Action/ Approval Date** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No** |
| **1.** | **PROGRAM CONFORMANCE** |  |  |  |  |  |
|  | 1. Comparative Area Analysis |  |  |  |  |  |
|  | 1. Comparative Cost Analysis |  |  |  |  |  |
| **2.** | **MASTER PLAN CONFORMANCE** |  |  |  |  |  |
| **3.** | **HIST. PRES. & ARCH. APPROVAL** |  |  |  |  |  |
| **4.** | **SPACE ANALYSIS** |  |  |  |  |  |
|  | 1. Gross |  |  |  |  |  |
|  | 1. Net |  |  |  |  |  |
| **5.** | **SITE CRITERIA** |  |  |  |  |  |
|  | 1. Legal Description |  |  |  |  |  |
|  | 1. Boundary Survey |  |  |  |  |  |
|  | 1. Topographical Survey |  |  |  |  |  |
|  | 1. Geotechnical Services |  |  |  |  |  |
|  | 1. Zoning Compatibility |  |  |  |  |  |
|  | 1. Access & Egress Prov. |  |  |  |  |  |
|  | 1. Tree Survey |  |  |  |  |  |
| **6.** | **SITE UTIL. AVAIL. & PROVIDED** |  |  |  |  |  |
|  | 1. Dept. of Env. Protection (other) |  |  |  |  |  |
|  | 1. Elevator (DBPR) |  |  |  |  |  |
|  | 1. Asbestos (DLES) |  |  |  |  |  |
|  | 1. Water Management District |  |  |  |  |  |
|  | 1. Other |  |  |  |  |  |
|  | 1. Telephone |  |  |  |  |  |
|  | 1. Other |  |  |  |  |  |
| **7.** | **SITE PREPARATION** |  |  |  |  |  |
|  | 1. Clearing |  |  |  |  |  |
|  | 1. Exist. Util. (Re)moved |  |  |  |  |  |
| **8.** | **SITE DRAWINGS** |  |  |  |  |  |
| **9.** | **LANDSCAPE DRAWINGS** |  |  |  |  |  |
| **10.** | **ARCHITECTURAL DWGS & DESIGN CRITERIA** |  |  |  |  |  |
| **11.** | **STRUCTURAL DWGS & DESIGN CRITERIA** |  |  |  |  |  |
| **12.** | **MECHANICAL DWGS & DESIGN CRITERIA** |  |  |  |  |  |
| **13.** | **PLUMBING DWGS & DESIGN CRITERIA** |  |  |  |  |  |
| **14.** | **ELECTRICAL DWGS & DESIGN CRITERIA** |  |  |  |  |  |
| **15.** | **TECHNICAL SPECIFICATIONS** |  |  |  |  |  |
| **16.** | **NON-TECH. SPECIFICATIONS** |  |  |  |  |  |
| **17.** | **BID PROCEDURE** |  |  |  |  |  |
|  | 1. Base Bid |  |  |  |  |  |
|  | 1. Alternates (Additive) |  |  |  |  |  |
|  | 1. Alternates (Deductive) |  |  |  |  |  |
|  | 1. Special/Supplementary General Cond. |  |  |  |  |  |
| **18.** | **LIFE CYCLE ANALYSIS** |  |  |  |  |  |
| **19.** | **COST ESTIMATE & CERTIFICATION** (INCLUDING ALTERNATES) |  |  |  |  |  |
| **20.** | **AVAILABLE FUNDING VS. ESTIMATES** |  |  |  |  |  |
| **21.** | **CODE COMPLIANCE** |  |  |  |  |  |
|  | 1. Standard Building Code(s) |  |  |  |  |  |
|  | 1. NFPA Life/Safety Code |  |  |  |  |  |
|  | 1. Disabled Req'ts |  |  |  |  |  |
|  | 1. Code Summary on Drawings |  |  |  |  |  |
|  | 1. SREF Space Standards |  |  |  |  |  |
|  | 1. Other |  |  |  |  |  |
| **22.** | **REGULATIONS** |  |  |  |  |  |
|  | 1. Grant |  |  |  |  |  |
|  | 1. Asbestos |  |  |  |  |  |
|  | 1. Department of Env. Protection |  |  |  |  |  |
|  | 1. Other |  |  |  |  |  |
| **23.** | **PERMITS** |  |  |  |  |  |
|  | 1. Local Building |  |  |  |  |  |
|  | 1. US Army Corps of Engineers |  |  |  |  |  |
|  | 1. Dredge & Fill |  |  |  |  |  |
|  | 1. Electrical |  |  |  |  |  |
|  | 1. Plumbing |  |  |  |  |  |
|  | 1. Sanitary |  |  |  |  |  |
|  | 1. Environmental |  |  |  |  |  |
|  | 1. Department of Env. Protection |  |  |  |  |  |
|  | 1. Water Management |  |  |  |  |  |
|  | 1. Other |  |  |  |  |  |
| **24.** | **REVIEWS & APPROVALS** |  |  |  |  |  |
|  | 1. Hotel and Restaurants (DBPR) |  |  |  |  |  |
|  | 1. County Health Unit |  |  |  |  |  |
|  | 1. Pollution Control (DEP) |  |  |  |  |  |
|  | 1. Complex Air Source (DEP) |  |  |  |  |  |
|  | 1. Dept. of Env. Protection (other) |  |  |  |  |  |
|  | 1. Elevator (DBPR) |  |  |  |  |  |
|  | 1. Asbestos (DLES) |  |  |  |  |  |
|  | 1. Water Management District |  |  |  |  |  |
|  | 1. (Other) |  |  |  |  |  |
| **25.** | **OTHER PROJECT REQUIREMENTS** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**ARCHITECT/ENGINEER:**

|  |  |
| --- | --- |
| Type Name |  |
| Architect/Engineer of Record for Project | (sign, date) |

**File:** PSG-Exhibit 8-Submittal & Review Checklist.docx