## 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