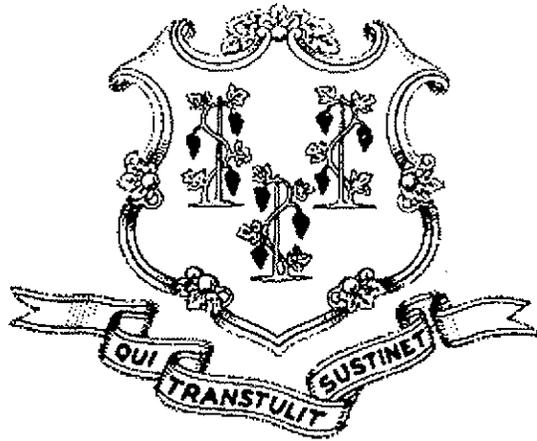


**STATE OF CONNECTICUT**  
**DEPARTMENT OF ECONOMIC**  
**AND COMMUNITY DEVELOPMENT**



**Submission Guidelines**  
**For Owners And Architects**

**JOAN MCDONALD**  
**COMMISSIONER**

# **SUBMISSION GUIDELINES FOR OWNERS AND ARCHITECTS**

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## SUBMISSION GUIDELINES FOR OWNERS AND ARCHITECTS

### INTRODUCTION:

These guidelines cover the initial project design development process (prior to bidding). The Guidelines are to be used in conjunction with the standard Architect's Contract. In general, they supplement the Contract for Architectural Services and describe in further detail the Owner's and Architect's responsibilities.

The guide is intended to specify exactly what is required with each submission. Architects and Owners doing projects under the Department of Economic and Community Development (DECD) programs will find this helpful.

Like any document that must cover all situations, it may ask for information that is not applicable to a particular project's circumstances. If there are questions about the requirement or how to fill out something, contact the Department of Economic and Community Development.

### GENERAL SUBMISSION REQUIREMENTS:

While the submission requirements may be slightly modified from time to time and job to job, all should be considered as required.

1. All submissions are to be made to the Owner for review and approval.
2. The job captain (Architect) shall complete the appropriate submission Transmittal Form (attached) which must accompany each of the design phase submissions. This will help the Owner and the DECD staff assess the completeness of the submission.
3. The Owner will submit the approved submittals to DECD for review for compliance with DECD's Design Requirements, with the exception of the Design Development Phase Submission.
4. Incomplete submissions will not be processed by DECD.
5. Project design must comply with all applicable codes. DECD is not responsible for checking code compliance
6. DECD design and construction standards form a part of the Owner's Program for project design and must be met for new construction. Maximum effort must be made to meet these standards for rehabilitation projects. Failure to meet DECD requirements may result in major redesign after submission. DECD will not reimburse the Owner for additional design costs incurred for revisions required to meet DECD. requirements.
7. In general, minor corrections will be allowed to be incorporated in the next phase of the work. However, all corrections are expected to be made as the first step in the next phase. When modifications are extensive or have ramifications that could affect the design, DECD will require resolution of these issues prior to commencing the next phase. Usually these modifications can be made on the sheets to be used for the next phase. The job captain and pertinent DECD staff may hold review meetings to discuss corrections required. The Owner's contact person is required to attend these meetings.
8. All Design Development and Construction Documents drawings sheet size shall not exceed 30" x 42".
9. All drawings, not just the cover sheet, must show the current date.

## **SCHEMATIC DESIGN PHASE SUBMISSION**

ONE set of the following Schematic Design Documents is required to be submitted by the Architect and Owner to DECD for review. Schematic Drawings may be freehand if they are accurately drawn to scale.

1. **Site Plan(s)** of proposed project and project context at a minimum scale 1" = 40'.
  - a. Show existing site restrictions including set backs, right of ways, boundary lines, etc.
  - b. Show existing and proposed buildings on property with heights and locations approximated.
  - c. Show walks, parking, and driveway(s) with dimensions and materials.
  - d. Show green areas, recreational areas, sitting areas, drying yards, and trash areas, as applicable.
  - e. Show new and old contours at one foot intervals, and finish floor elevations.
  - f. Show kept and removed trees, new trees, new plantings.
  - g. Show location of test pits and/or borings.
  - h. Show location of existing and proposed site utilities: water service, domestic and fire protection with hydrants; sanitary system, public or on-site waste disposal; storm drainage system; and other—as applicable.
  - i. Identify solar North, scale, and current date.
2. **Building Floor Plans** of typical residential building (or typical residential floor of elevator building) and community building (or ground floor of elevator building) at 1/8" = 1'-0". (If the building is a rehab, you may wish to use 1/4" = 1' -0" scale.) Show elevators, lobbies, maintenance areas, stairwells, corridors, halls, unit types, community rooms, etc.; solar North, and date.
3. **Unit Plans**, furnished, of typical unit(s), accessible and adaptable unit(s), with gross square footage of each, at 1/4" = 1'-0".
4. **Elevations** at 1/8" = 1'-0". Show overall height, floor to ceiling dimensions, door and window sizes and types, head and sill height of windows, and exterior finishes.
5. **Floor and Wall Sections** at 3/4" = 1'-0". Show vertical organization and important design features.
6. **Specifications** in outline Form in accordance with Construction Specification Institute (CSI) format.
7. **Preliminary Estimate of Construction Cost**. Show cost based on gross square footage for project with break down by major trade items.
8. **Energy System Life Cycle Cost Analysis**. Includes initial and operating costs. This must be undertaken by the Architect's mechanical engineer. The analysis shall be on DECD approved form, with back-up calculations.
9. **Findings Report** indicating any factors in conflict with the use of the site or the planned project on the site to be developed; e.g. building lines, zoning regulations, local ordinances, codes or other pertinent regulations or restrictions.

10. **Other:** Relevant information that impacts the project design whether acquired by the Owner through direct consultant services or with the assistance of the Architect including, but not limited to, the following:

- a. Structural report for existing structures
- b. A-2 Site Survey
- c. Boring & Test Pit Results
- d. Percolation test Results
- e. Dept. of Public Utilities Control community water systems well location approval
- f. State Historical Preservation Commission letter of review
- g. Hazardous Materials Evaluation

**NOTE:**

DECD recommends that all corrections to the Schematics be done while pursuing local approvals, in as much as these must be made as the first step of the Design Development Phase. It is very important that site, building, and unit plans are fixed and approved before getting too far into the Design Development Phase.

DECD reserves the right to require resubmission, if the corrections required are substantive, before authorizing to proceed with Design Development Phase and submissions.

**DESIGN DEVELOPMENT PHASE SUBMISSION**

The Architect shall submit the Design Development Documents to the owner with the appropriate submission Transmittal Form. The submission shall be reviewed by the Owner, with the assistance of the Architect and his consultants, for completeness. The Owner shall review the Design Development Documents with the Architect and his consultants to determine that the project design is in compliance with DECD design standards and requirements. Upon review and approval of the Design Development Documents the Owner shall certify to DECD, on DECD approved Form (attached), that the documents have been reviewed and the design complies with DECD requirements and standards.

The following Design Development Documents are required to be submitted to the Owner for review and approval.

Drawing sheet size shall not exceed 30" x 42".

1. **Cover Sheet:** (If properly laid out, this sheet can be used for subsequent submissions.) No free hand drawings allowed for Design Development and Construction Document submissions.
  - a. Project title and number, Developer's/Owner's name, Architect's and his consultants' names, and date.
  - b. The State of Connecticut and Department of Economic and Community Development with DECD Governor and Commissioners listed.
  - c. Vicinity map at 1" = 400'. Showing location of the project and proximity to shops, schools, etc., graphic scale, and solar North.

d. Table of project statistics. Leave room so the table can be expanded.

<u>UNIT TYPE</u>	<u>NUMBER</u>	<u>SQ. FT. (GROSS)</u>
A - One bedroom	_____	_____ per unit
Basement		_____ per unit
B - Two bedroom	_____	_____ per unit
Basement		_____ per unit
X - Three bedroom	_____	_____ per unit
Basement		_____ per unit
TOTALS: Dwellings	_____	Area _____ sq. ft.
Basement(s)	_____	_____ sq. ft.
Common (tenant)/management/maintenance		_____ sq. ft.
Commercial.....		_____ sq. ft.
TOTAL GROSS SQ. FT., Whole Project.....		_____ sq. ft.
SITE AREA.....		_____ sq. ft.
PARKING.....		_____ cars
Percent of site covered by paving.....		_____ %
Percent of site covered by building(s)....		_____ %

e. Code Information

f. Drawing index, abbreviations and symbols (leave room on cover sheet--must be complete in Construction Documents.)

2. **A-2 Survey:** Prepared in ink on Mylar.

3. **Site Development Plan(s)** at 1" = 40'.

- a. Show proposed and existing building footprint(s).
- b. Show parking, paths, recreational areas, drying areas, sitting areas (show benches), trash and garbage disposal areas, and other outdoor spaces.
- c. Show existing and new grading lines: refined grading information with spot elevations at critical points and at building entrances and subsurface data.
- d. Show finish floor elevations(s).
- e. Show locations and sizes of all utilities: storm drainage, water, sanitary, electrical, on-site waste disposal, catch basins, manholes, fire hydrants, curb valves, transformers, site lighting, etc.
- f. Show existing trees to be kept.
- g. Identify solar North, scale, and current date on each plan.

4. **Building Floor Plans** of all situations at 1/8"=1'-0" (1/4"=1'-0 for rehab). Use face-of-stud dimensions. Indicate solar North. Show associated outdoor spaces. Show the following: micrograding information, door sizes, floor finishes, and any wall finishes other than painted sheetrock.
5. **Typical Exterior Elevations** at 1/8" = 1'-0", designated North, South, East, and West. Show finishes, doors, head and sill heights above finish floor of windows, and other important dimensions.
6. Dimensioned **Unit Plans** of all unit types at 1/4" = 1'-0" and dimensioned **Elevations of Kitchens and Bathrooms** at 1/2" = 1'-0". Use face of stud dimensions. Put a unit and its K/B elevations on same sheet. (If there are new units that did not appear in the schematic drawings or if units have changed significantly, DECD must review and approve.) On elevations, show fixtures, grab bars, and cabinet types. Show Architectural ramifications of any and cabinet types. Show architectural ramifications of any mechanical or electrical systems.
7. Dimensioned **Plan of Community Spaces** (or community buildings) at 1/4" = 1'-0". Dimensioned **Elevations of Kitchen, Rest Room, and Washer/Dryer** room at 1/2" = 1'-0".
8. **Typical Floor and Wall Section** at 3/4" = 1'-0". Show construction details. This should compliment, not be redundant with the specifications.
9. **Schedules**: Show interior room finishes, doors, windows, plumbing, and electrical fixtures.
10. **Draft Structural Layout**: Show floor and roof framing.
11. **Draft Plumbing Layout**: Show the location, size, and fixture types.
12. **Draft Mechanical Layout**: Show the location and size of all HV items.
13. **Draft Electrical Layout**: Show the location and fixture type of all electrical and fire protection devices, such as light switches, outlets, load center, meters, emergency lights, fire horns, pull station, exit signs, smoke and heat detectors, emergency generators.
14. **Specifications**: In sufficiently clear detail to form a complete frame work which can later be developed into construction documents specifications. CSI format must be used.
15. **Estimate of Construction Cost**: This shall be provided by the Architect on DECD approved form.

## **CONSTRUCTION DOCUMENTS PHASE SUBMISSIONS**

ONE set of the following Construction Documents is required to be submitted under the appropriate Transmittal Form (attached), by the Architect and Owner to DECD for review and approval. The submission shall be complete, fully coordinated, detailed and dimensioned in accordance with accepted professional practice. Submissions that are incomplete or inadequately coordinated will be rejected and DECD's review will be suspended until the submission is complete and properly coordinated. Drawing sheet size shall not exceed 30" x 42".

1. **Cover Sheet**: Reuse the cover sheet from the Design Development Phase revised as appropriate, with an index to the drawings, abbreviations and symbols legends added.
2. **A-2 Survey**: Prepared in ink or Mylar.
3. **Site Sheets** (X-1, X-2, etc.).
  - a. **X-1 - Existing Conditions** sheet from previous submission revised as appropriate.

- b. **X-2 - Site Development** plan at 1" = 40'. Show
    - i. dimensioned architectural layout;
    - ii. paving dimensions;
    - iii. site furnishing; and
    - iv. pertinent items, unlabeled, from Sheet X-3 for content information.
  - c. **X-3 - Site Grading and Utilities** plan at 1" = 40'. Show buildings and paving (without labeling or dimensions) plus
    - i. site abbreviations and symbols;
    - ii. finished floor elevations, point elevations, new and original contours at 1'-0" intervals;
    - iii. sewage disposal system, manholes, fire hydrants, site lighting, and all buried service lines such as water, waste, storm, electrical, gas, telephone, television, etc.; and
    - iv. trees to be kept.
  - d. **X-4 Landscaping Information:** Show finish contours only (2' intervals) and pertinent architectural and utility information without labeling or dimensions; show location and species of all plantings. Dimension the locations of critical shade trees. This sheet should not be a sepia of one of the other site sheets with added information, but a new sheet.
  - e. **Sheet X-5, X-6, etc.** as needed for site, utility, and landscaping details. This material can also be put on sheets X-2 through X-4.
4. **Architectural Sheets** (A-1, A-2, etc.). These will vary from project to project but should be in the following sequence:
- a. Foundation plans and foundation elevations at 1/8" = 1'-0", and foundation details at appropriate scale.
  - b. Building plans at 1/8" = 1'-0".
  - c. Building elevations and sections at 1/8" = 1'-0".
  - d. Unit plans at 1/4" = 1'-0" and interior elevations at 1/2" = 1'-0". A unit and its kitchen/bath elevations should be on the same sheet.
  - e. Plans of unique situations at larger scale, with appropriate elevations.
  - f. Typical floor and wall sections at 3/4" = 1'-0".
  - g. Schedules (finish, door, window) and door and window details.
  - h. Miscellaneous details. For example, details for the adjustable kitchen counters, A.C. sleeves, access panels, etc. These can also be scattered throughout architectural sheets.
5. **Structural Sheets** (S-1, S-2, etc.). Sheets should contain foundation, floor and roof framing plans, elevations, sections and details. Foundation plans and elevations can go here instead of architectural sheets. Regardless of location, do not have redundant information.
6. **Plumbing Sheets** (P-1, P-2, etc.). Sheets should contain plans, riser diagrams, details, fixture schedules, abbreviations and symbols. Mounting heights should be on the architectural sheets.
7. **Sprinkling and Fire Protection Sheets** (FP-1, FP-2, etc.). Sheets should contain plans, riser diagrams, details, schedules, abbreviations, and symbols.
8. **Heating and Ventilating Sheets** (HV-1, HV-2, etc.). Sheets should contain plans, details, schedules, abbreviations and symbols. Architectural sheets should show architectural ramifications of the mechanical systems, including the size and location of chases and soffits.

9. **Electrical Sheets** (E-1, E-2, etc.). including electric heat and kitchen/bath fans. Sheets should contain plans, diagrams, schedules, abbreviations, symbols, and mounting heights. Architectural sheets should show all architectural ramifications of electrical devices, particularly items that affect furnishability, like baseboard radiation elements or storage heat.
10. **Project Manual:** The Architect shall prepare, in addition to the construction drawings, a manual containing the information listed below, in the format shown. The final document should be printed on both sides, except for forms, and bound. In following the format provided by DECD two types of material are included. The first is DECD 's standard "Front End" and can not be modified, changed or retyped. The other material is prepared by the Architect following DECD 's format.
  - a. Title Sheet; show information indicated on Drawing Title Sheet Format.
  - b. Table of Contents;
  - c. List of Contract Drawings;
  - d. "Front End"; includes Bid Invitation, Bid Instructions, Bond Forms with Instructions, Bid Form, Bidder Qualifications Form, Contract Form and General Conditions.
  - e. Supplementary General Conditions and Outline. The DECD Outline provides basic items that the Architect should elaborate.
    - a. Special conditions, including modifications to the "Front End" you are not to retype; and
    - b. Specifications in accordance with CSI format. The Architect must insist that their engineers read DECD 's boilerplate and Division One of the Specifications. Too often, their boilerplate is redundant at best and, not infrequently, contradictory.
11. **Estimate of Construction Cost:** This shall be provided by the Architect on DECD approved form.
12. **Colored Rendering:** Framed perspective drawing of the project, maximum size 36" x 18", with hanging device.
13. **Approvals:** The Owner is required to submit all necessary local, state, federal and utility companies' approvals in accordance with DECD's Approval Checklist and Guide. This is the Owner's responsibility but the Architect is required to assist.
  - a. **Local Approvals or Building Permit:** Provide sign-offs on DECD form indicating the Construction Documents have been approved, or provide a copy of the building permit. Include statements from appropriate local agencies if waiving connection and inspection fees and agreements to make such connections. If there are problems with this, please discuss them with DECD. The specifications must make absolutely clear what the contractor pays for and what is being waived.
  - b. **Utility Company Approval and Costs:** Statements from the utility companies, public and private, including phone company, that proposed utility distribution shown on drawings are acceptable, that all connections will be made, the cost (if any) of same, and extent of their work. In lieu of said information, submit copy of utility companies' proposal pursuant to the Owner's Developer's application for service. The specifications must make absolutely clear what the contractor pays for and what is being waived.
  - c. **State Agency Approval:** DPUC, DEP, DOT, etc. as applicable.
  - d. **Federal Agency Approval,** as applicable.

**14. Architect's Certification:** This shall be provided by the Architect on approved DECD form. It **may** be submitted with the Construction Documents Submission under the condition that any revisions resulting from DECD's review shall be incorporated in the Bidding Documents/Contract Package.

**NOTE:**

Minor corrections or changes resulting from DECD's review may be incorporated in the bid or contract documents. The Architect and Owner must submit statements that all revisions requested by DECD have been made before DECD authorization to proceed with the next phase will be granted.

DECD reserves the right to require resubmission, if the revisions required are substantive, before authorizing to proceed with the next phase. Should the Architect's Certification be submitted with the Construction Documents and substantive revisions resulting from DECD's review are required, a new Architect's Certification, with attachments, must be submitted before DECD authorization to proceed with the next phase will be granted.

The Architect must not print the bid or contract edition of drawings and specifications until the Owner notifies him/her that the documents are acceptable.

When the project is authorized to proceed to the bid phase, one complete bid set shall be submitted to DECD.

**TRANSMITTAL**

**TO:** \_\_\_\_\_, Owner

**FROM:** \_\_\_\_\_, Architect

**RE:** \_\_\_\_\_, Schematic Design Phase Submission

Attached please find **two** sets of the Schematic Design Phase Submission for the above-captioned project, consisting of the following items:

1. **Site Plan** at 1" = 40' scale, showing existing site restrictions, approximate location and height of proposed buildings; walks, roads, and parking; recreational and sitting areas, drying yards, and trash areas; new and old contours, and finished first floor elevations; kept and cut trees, new trees, new plantings; test pit and boring locations; waste and storm system, and on-site waste disposal; location of fire hydrant and size of main leading to it; and solar North and scale.
2. **Building Floor Plans** at 1/8" = 1'-0" scale of typical residential building and community spaces showing square footage of floor areas.
3. **Unit Plans** at 1/4" = 1'-0" scale of typical, accessible and adaptable units with gross square footage of each.
4. **Elevations** at 1/8" = 1'-0" scale showing overall height, door and window sizes and types, and surface treatments.
5. **Floor and Wall Sections** at 3/4" = 1'-0" scale showing vertical organization and important design features.
6. **Specifications** in outline form in accordance with Construction Specification Institute (CSI) format.
7. **Preliminary Estimate of Construction Cost**
8. **Energy System Life Cycle Cost Analysis** on DECD form with back up calculations.
9. **Findings Report**
10. **Other: (list)**

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Signature of Project Job Captain: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSMITTAL**

**TO:** Department of Economic and Community Development

Attn: \_\_\_\_\_

**FROM:** \_\_\_\_\_, Owner

**RE:** \_\_\_\_\_, Schematic Design Phase Submission

Attached please find **one** set of the Schematic Design Phase Submission for the above-captioned project, consisting of the following items:

1. **Site Plan**
2. **Building Floor Plans**
3. **Unit Plans**
4. **Elevations**
5. **Floor and Wall Sections**
6. **Specification**
7. **Preliminary Estimate of Construction Cost**
8. **Energy System Life Cycle Cost Analysis**
9. **Finding Report**
10. **Other:(list)**

The items listed, submitted by the Architect, are in accord with the Architect's Schematic Design Phase Submission Transmittal Form attached. The submission and items have been reviewed with the Architect and I/we find the submission to be complete, and the proposed project design to be consistent with the design Program presented to the Architect.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSMITTAL**

**TO:** \_\_\_\_\_, Owner

**FROM:** \_\_\_\_\_, Architect

**RE:** \_\_\_\_\_, Design Development Phase Submission

Attached please find **one** set of the Design Development Phase Submission for the above-captioned project, consisting of the following items:

1. **Cover Sheet** containing project title, Owner's and Architect's name; State and DECD identification; vicinity map; and table of project statistics, date, etc.
2. **A-2 Survey**
3. **Site Development Plans** at 1" = 40", showing:
  - a. Proposed and existing building footprint(s);
  - b. Parking, paths, recreational areas, drying areas, sitting areas, trash areas, and other outdoor spaces;
  - c. New and existing grades with refined grading information, spot elevations, and subsurface data;
  - d. Building(s) with finish first floor elevations(s);
  - e. Existing trees to be kept;
  - f. Locations and sizes of all utilities: storm drainage, water, sanitary, electrical, on site waste disposal, catch basins, manholes, fire hydrants, curb valves, transformers, site lighting, etc.;
  - g. Solar North, scale, and current date.
4. **Building Floor Plans** at 1/8" = 1'-0", showing finishes and associated outdoor spaces with micrograding information.
5. **Exterior Elevations** at 1/8" = 1'-0", showing finishes, doors and windows on all sides of all buildings.
6. **Unit Plans** at 1/4" = 1'-0" and **Elevations of Kitchen and Bathrooms** at 1/2" = 1'-0".
7. Dimensioned **Plan of Community Spaces** (or Community Building), if applicable, at 1/4" = 1'-0".
8. **Typical Floor and Wall Sections** at 3/4" = 1'-0" showing construction details.
9. **Schedules** showing interior room finishes, doors, windows, plumbing, and electrical fixtures.
10. **Draft Structural Layout** showing floor and roof framing.
11. **Draft Plumbing Layout** showing the location, size, and type of fixtures.
12. **Draft Mechanical Layout** showing the location and size of all HV items.
13. **Draft Electrical Layout** showing the location and type of all electrical and fire protection devices.
14. **Specifications** prepared in accordance with the CSI format.
15. **Estimate of Construction Cost** on DECD form.

Signature of Project Job Captain: \_\_\_\_\_ Date: \_\_\_\_\_

**Design Development Phase Certification**

**Owner** \_\_\_\_\_

**Project No.** \_\_\_\_\_

**Project Name and Town** \_\_\_\_\_

I, \_\_\_\_\_ the Owner, to the best of my knowledge, belief and judgment, do hereby certify that the Design Development Phase Submission is in accordance with the Contract between the Sponsor and \_\_\_\_\_, the Architect, dated \_\_\_\_\_, as follows:

1. The Design Development Phase Submission, which includes Design Development Documents, is complete in accordance with the DECD 's Submission Guidelines for Owners and Architects, a copy of the Architect's Design Development Phase Submission Transmittal is **attached**;
2. The Design Development Documents were reviewed with the Architect and his consultants to determine that the project design is in compliance with DECD's design and construction standards and requirements, as well as the last comments sent by the DECD;
3. The proposed design and construction, in accordance with the Design Development Documents, is;
  - a. Permissible under the applicable zoning, building, housing, and other codes, ordinances or regulations, as modified by any waivers obtained from appropriate officials,
  - b. Complies with DECD 's design and construction requirements and other applicable standards, guidelines and criteria,
  - c. Complies with the design and construction requirements of the Fair Housing Amendments Act of 1988, if applicable, and the Americans with Disabilities Act, and
  - d. Complies with the design program and approved Schematic Design and is without revisions to the design concept except as approved by DECD and noted in the **attached**;
4. The Estimate of Probable Cost is within the latest approved budget; and
5. A complete copy of the Design Development Phase Submission is on file with the Owner.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

Attachments: \_\_\_ Architect's Transmittal; \_\_\_ Design Revisions

c: Project Architect

**TRANSMITTAL**

**TO:** \_\_\_\_\_, Owner

**FROM:** \_\_\_\_\_, Architect

**RE:** \_\_\_\_\_, Construction Document Phase Submission

Attached please find **two** sets each of the Construction Documents Phase Submission for the above-captioned project, consisting of the following items:

1. **Cover Sheet**, revised as required.
2. **A-2 Survey**.
3. **Site Plans**, including but not limited to: existing conditions, site development, site grading and utilities, and landscaping.
4. **Architectural Plans**, including but not limited to: building and unit plans, elevations, sections, schedules, and details.
5. **Structural Plans**
6. **Plumbing Plans**
7. **Sprinkler and Fire Protection Plans**
8. **Heating and Ventilation Plans**
9. **Electrical Plans**
10. **Project Manual**, including DECD's "Front End", title sheet, table of content, list of contract drawings, special conditions, and specifications.
11. **Estimate of Probable Construction Cost**, on DECD form
12. **Colored Rendering**
13. **Approvals**
  - 13a. **Local Approvals or Building Permit**
  - 13b. **Utility Company Approvals and Costs**
  - 13c. **State Agency Approvals**
  - 13d. **Federal Approvals**
14. **Architect Certification** (optional with Construction Documents Phase Submission)

Signature of Project Job Captain: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSMITTAL**

**TO:** Department of Economic and Community Development

Attn: \_\_\_\_\_

**FROM:** \_\_\_\_\_, Owner

**RE:** \_\_\_\_\_, Construction Document Phase Submission

Attached please find **one** set of the Construction Document Phase Submission for the above-captioned project, consisting of the following items:

1. **Cover Sheet**
2. **A-2 Survey**
3. **Site Plans**
4. **Architectural Plans**
5. **Structural Plans**
6. **Plumbing Plans**
7. **Sprinkler and Fire Protection Plans**
8. **Heating and Ventilation Plans**
9. **Electrical Plans**
10. **Project Manual**
11. **Estimate of Probable Construction Cost, on DECD form**
12. **Colored Rendering**
13. **Approvals Checklist** with Local, Utility Company (with costs,) State and Federal approvals.
14. **Architect Certification** (Optional with Construction Documents Phase Submission)

The items listed, including those submitted by the Architect, are in accord with the Architect's Construction Document Submission Transmittal Form attached. The submission and items have been reviewed with the Architect and his consultant and I/we find the submission to be complete, and the project design to be consistent with the Design Program presented to the Architect and his consultants.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_