

**WAKE COUNTY FACILITIES DESIGN & CONSTRUCTION
DESIGN DEVELOPMENT SUBMITTAL CHECK LIST**

ITEM	COMPL.	INCOMPL.	N/A	REMARKS
I. Narrative Information				
A. Building Code Summary Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Zoning Summary Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Total Cost Summary With Detailed Construction Cost Estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Energy Consumption Summary (complete forms per County Energy Guidelines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Design Calculations Of Various Systems Utilized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II. Specifications				
A. Outline Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Product Data (complete forms- County Energy Guidelines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
III. Drawings				
* Typical As Required For All Drawings				
North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Orientation to North & Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drawing Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drawing Identification/Date/Revisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheet Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A. Cover				
1. Project Identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Designer Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Drawing Index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Site / Civil Plans				

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1. Property boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Project limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Existing Features				
a. Existing roads, parking, sidewalks, paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Fixed structures on and adjacent to site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Existing utilities: gas, water, power, sewer, storm, communications, CATV, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Existing landscaped areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Existing storm drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Layout/Staking Plan				
a. Horizontal control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Proposed new site hardscape				
i. Walks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Paved areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Streets/Roadways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v. Serviceyard areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Grading Plan				
a. Existing topographic/spot elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Proposed new topographic/spot elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Vertical control benchmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. New site drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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ITEM	COMPL.	INCOMPL.	N/A	REMARKS
e. Sedimentation/erosion control structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Proposed Landscape/Irrigation Plan Outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Proposed Site Furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Proposed Structures Oriented to Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Architectural Plans				
1. Floor Plans				
a. General/Overall Space Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Identification of all spaces & core areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Door /Window Identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Stairs and Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. PME Rooms/Chases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Janitor closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Service yards – loading dock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Reflected Ceiling Plans				
a. Ceiling Types Defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Ceiling Height Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. HVAC Grilles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Light Fixture Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Building Elevations (4 required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Building Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Wall Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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ITEM	COMPL.	INCOMPL.	N/A	REMARKS
7. Enlarged Plans				
a. Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Lobbies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Special Rooms and Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Interior Elevations – orient to enlarged plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Finishes and Finish Plans				
a. Color Sample Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Room Finish Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Door/Window Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Millwork/Casework Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Special Construction Plans/Details				
a. Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Vertical HVAC Chases & Shafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Furniture Drawings				
1. Furniture Plan w/Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Furniture Type Data Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Furniture Product Information (catalogue cut sheets for each furniture type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Color Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Signage and Graphics				
1. Reference Signage Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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2. Message Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Signage Type Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Structural Drawings				
1. Foundation Plan				
a. Foundation Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Foundation/Footing Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Foundation/Footing Sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Depth and Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Reinforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floor Framing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Expansion/Control Joint Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Roof Framing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Details				
a. Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Brace Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Site Utilities				
1. Site Utility Plan				
a. Building and Hardscape Outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Sanitary Sewer or Septic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Water Service (Well location if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Gas - Natural or Propane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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e. Site Electrical				
i. Facility Sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Well Pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Other Exterior Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. CATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Plumbing				
1. Plumbing Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Water Waste, Venting Routing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Enlarged Toilet Plumbing Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Basic Riser Diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Water, waste, venting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Hot Water Heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Equipment Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Fixture schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Roof drainage plan and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Pipe details/pipe hanger details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Valve locations/valve schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Back flow assembly and details -piped to drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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J. Fire Protection				
1. Floor/ceiling plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Head locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Valve locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Piping plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Pipe details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Pipe hanger details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Test connection detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Basic riser diagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Pump and pump details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Fire Pump/Exhaust Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Back flow assembly and details - piped to drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Equipment room plan layout installation details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K. Mechanical				
1. Mechanical floor plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Chases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Shafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Mechanical room plan enlargements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Detail of equipment layout/mounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Control Point locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Boilers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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ITEM	COMPL.	INCOMPL.	N/A	REMARKS
e. Equipment schematic and sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Exhaust systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Mechanical ceiling plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Supply/return grilles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Diffusers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Ceiling units - VAV fan boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Dampers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Duct work layout and routing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Ductwork details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Pipe layout and routing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Supply and return - hot and chilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Condensate piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Piping details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Mechanical roof plan and sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Roof-top equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Exhaust fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Roof penetration details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Control diagrams, schematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Provide narrative of control system logic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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ITEM	COMPL.	INCOMPL.	N/A	REMARKS
8. Equipment schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L. Electrical				
1. Floor distribution plan				
a. Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Telecommunications/data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Lighting plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Annunciation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. CATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Sound masking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Equipment rooms				
a. Switch gear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Distribution panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Transformers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Motor control centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Branch circuit panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Equipment Layout/ Elevations/Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Riser diagrams and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Telecommunications/data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. CATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Emergency systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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5. Emergency generator system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Distribution and control details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Panel and equipment schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Systems riser diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. CATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Telecommunications/Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Electrical fixture schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Provide cut sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Fire alarm system				
a. Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Strobes/horns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Smoke detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Paging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Main and secondary control panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Digital communicator - dual line type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Emergency generator				
a. MOSCAD drawings (county standards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Lightning protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M. Demolition Drawings (<i>if required</i>)				
1. Label of existing spaces or rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Walls, doors, openings, frames, finishes, equipment – to be demolished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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ITEM	COMPL.	INCOMPL.	N/A	REMARKS
3. Key notes – list and keyed on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. General demolition notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Limits of construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Items to be removed, reused or remain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Fire alarms, switches, etc., (to be reused or relocated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ceilings to remain or be reused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Light fixtures – reused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Light fixtures - demolished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Denote HAZMAT locations, (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	