



**ANACORTES PUBLIC WORKS DEPARTMENT**

Engineering and Development Services

Required Submittals

**Construction Plan Submittal**

N/A	Need	Submitted	<b>(Check pertinent information for the following requirements)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay Plan Review Fee per the Engineering Plan Review Fee and Construction Inspection Fee Form.
			<b>Complete Submittal, but not limited to:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineers Estimate of Construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 sets of black line prints of the Construction Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 sets of Clear/Grade/Fill Permit application applied for and paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 sets of black line prints of the Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the Large Parcel Storm Water Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the Small Parcel Storm Water Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the Storm Water Quality Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the Geotech Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the Traffic Control Plan for approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the NPDES Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the recorded survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of a Narrative as to how the construction plans conform to the Facts and Findings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of Request for Deviation from the EDS Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the Fire Flow Test Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the Water System Design Report

\_\_\_\_\_  
City Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Contact Number

\_\_\_\_\_  
Project Name

**Construction Plan Approval:**

N/A	Need	Submitted	(Check pertinent information for the following requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay Construction Inspection Fee, per the Engineering Plan Review Fee and Construction Inspection Fee form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mylar for signatures, includes a sign-off from the Building
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 sets of black line prints

**Preconstruction:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No construction can begin until: (See Facts and Findings, if any)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear/Grade/Fill has been applied, approved and paid for.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan approved by Planning Commission or Planning Director, per the Facts and Findings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Schedule the preconstruction meeting. Information Required;</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Provide Liability Insurance with the City of Anacortes as additional insured in the amount of \$1,000,000.00, form CG2026 or similar.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Provide copies of all flaggers' certifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide verification of General Contractors State License
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Provide verification of all Subcontractors State License
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Provide verification of the Subcontractors City of Anacortes Business License.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Provide verification of General Contractors City of Anacortes Business License.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Provide a contact list of Key people that will be working on this project, as well as the order of communication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Provide verification of the Erosion Control Supervisor Certification.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Provide a Proctor and Sieve Analysis of Material Used. See the City of Anacortes Right-of-Way and Testing Practice. All material must be approved by the City of Anacortes Public Works Director
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Establish a weekly meeting, if needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Indicate special inspection agency and geo-engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Erosion Control Measures installed and approved the Public Works Inspector or designated Representative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Construction Fencing in place and approved by the Public Works Inspector or designated Representative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Copy of the Contractor's Spill Prevention Program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly Tool Box Safety Meeting Minutes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide 1 copy of the PSE plans for Street Lighting approval.

**Construction:**

N/A	Need	Submitted	(Check pertinent information for the following requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Call for inspections. See the Preconstruction Agenda.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide daily Compaction Testing. See the approved plans and Preconstruction Agenda.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Call for Water Pressure Test. Contractor to provide pretest prior to calling for Inspection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide Water Sample to the Department of Health for testing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide Sewer Pressure Test. Contractor to provide pretest prior to calling for Inspection. A re-inspection fee will apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provided Erosion Control weekly/Monthly reports. See approved plans and EDS Standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide daily on-site Geotech Inspections.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide daily Geotech Reports.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Video Inspection Request: Before a Television Inspection can be performed, all work has been inspected by the City of Anacortes and all items have been completed and the required information provided to the City of Anacortes:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Photos of installation. Including all connections made. To be supplied to the Public Works Inspector.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Trenches are backfilled and compacted to subgrade elevation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Proctor and Sieve Analysis of the trench backfill material are supplied to the Public Works Inspector.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Compaction test reports for trench backfill are supplied to the Public Works Inspector.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Manholes are installed and backfilled, per the plans and standard specification.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Proper connections to the manholes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Manhole channels have been installed, per the plans and standard specifications.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Lines have been flushed and cleaned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Every line segment has been air pressure tested and passed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 All work has been inspected and approved by the PW Inspector.

Once this work has been completed and verified by the Public Works Inspector, the Contractor can request a "Video Inspection Request" from the Public Works Inspector. The Public Works Inspector will process the request with the Operations Department for scheduling of the sewer line and storm line.

Before final acceptance of the sanitary sewer and storm drainage, the Contactor shall correct all deficiencies found during the Television Inspection. An additional inspection fee will apply.

\_\_\_\_\_  
City Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Contact Number

\_\_\_\_\_  
Project Name

**Construction Acceptance:**

**N/A    Need    Submitted**

**(Check pertinent information for the following requirements)**

**Prior to calling for a Final Inspection by the COA Public Works:**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractor to complete and return to the Public Works Inspector, the Final Inspection Guidelines for Contractors Inspection Form. The Public Works Inspector will verify completion. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a set of As-builts to use as reference at the site walk.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Schedule the site walk. Wednesday mornings from 9:00 am to Noon is the time that the City Departments have set aside for this activity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide As-builts for City review and approval. (1) copy in Mylar form and (1) copy in digital form in AutoCAD 2000 minimum.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Complete Punch List items, if any.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Submit a formal request for a Performance Bond for minor work to be completed, if desired. The Performance Bond is the cost of construction x 150%.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a Performance Bond. Per the Anacortes Municipal Code, it is only valid for 1-year.   |
|                          |                          |                          | <b>Provide, but not limited to:</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All compaction testing information.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All Video information, Sanitary Sewer, Storm Drainage  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All photos of construction with identification of location and description.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All geotechnical reports, including Final Report   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Verification of correction notice completion   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water Pressure Test Reports  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer Pressure Test Reports  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Asphalt Inspection Forms   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Flow Test Report  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____  |

**Final Plat Approval:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide verification of Construction Cost. This is used to establish the 2-year Maintenance Bond. The Maintenance Bond is 10% of the Construction Cost.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a (2) year Maintenance Bond. If there is a Performance Bond in place, the (2) year Maintenance Bond does not take affect until the Performance Bond is completed and accepted by the City of Anacortes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Complete and submit the Final Plat Submittal checklist with the Supplemental Public Works Submittal Requirements. See EDS Standards Appendix "C".   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide (2) Copies of the recorded document.  |

\_\_\_\_\_  
City Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Contact Number

\_\_\_\_\_  
Project Name