

# Utility Review Checklist

<b>Date</b>	
<b>Project Name</b>	
<b>Project Location</b>	
<b>City File Number</b>	
<b>Engineering Firm</b>	
<b>Engineer's Name</b>	
<b>Engineer's Phone #</b>	
<b>Engineer's Email</b>	

*This checklist is for Commercial projects. A Service Connection Plan must be submitted with the following information. Indicate if each of the following is included/completed, or "N/A" if the item does not apply to this project. If any item is checked "N/A," or requires additional notes/explanation, provide additional information in "Notes" at the end of the section.*

*This is a guide to plan preparation and may not be completely applicable to all situations.*

**NOTE: All projects with sewer flows resulting in an increase flow of greater than 4,000 gallons per day will require a Capacity Assurance (CAP) review. Please visit the following link for more information: <https://columbiascwater.net/about-wastewater/capacity-assurance-program/> or please call (803) 545-3400.**

**A General/Format –Indicate if the following are included:**

<b>1.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	One paper copy of drawings, size 24" x 36"
<b>2.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	One disk with pdf of drawings, matching paper copy exactly
<b>3.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Tax Map number and address for subject property(ies)
<b>4.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show subject property boundaries with dimensions and north arrow
<b>5.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show adjacent roadways including owner of road and road number
<b>6.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show adjacent properties, including TMS numbers, addresses, and business names on property in question and adjacent parcels.
<b>7.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show building outline on site
<b>8.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Indicate building size, height and use
<b>9.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Use standard symbols for appurtenances/fittings such as meter box(es), fire hydrants, valves, plugs, manholes, junction boxes, etc.
<b>10.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Grading and drainage plans included

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**A General/Format** –Indicate if the following are included:

11.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is the project location within 5 miles of the nearest city boundary line?
12.	<b>Notes</b>			

**B Title Block** - Indicate if the following are included:

1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Title Block included on all Plan and Profile Sheets
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	“Project Name”; must identify subdivision or project name, phase number if applicable, City, County, and State where project is located
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	“Prepared For”; must identify legal entity name, mailing address and contact information for client including e-mail if available
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	“Prepared By”; must identify engineering firm, engineer’s name, P.E.’s license number responsible for drawing
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	“Last Revised”; must identify date of revisions and provide comments explaining items revised as of that date
6.	<b>Notes</b>			

**C Cover Sheet** - Indicate if the following are included:

1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Name of the Subdivision or Project
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show “General Notes” for project. <i>See Record Drawing Notes section of this checklist</i>
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Name and address of the developer
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Name, address, and email address of the property owner
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Name and address of the water provider
6.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Name and address of the sanitary sewer provider
7.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Name and address of the storm drainage provider
8.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Vicinity map, with North arrow
9.	<b>Notes</b>			

**D Plan Sheet(s)** –Indicate if the following are included:

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**D Plan Sheet(s)** –Indicate if the following are included:

1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	On-site hydrants required? If yes, a DHEC package may be required <i>See Utility Main Construction Checklist</i>
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Label existing water and sewer mains by showing the main's sizes and associated record drawing verification information (i.e. city file number, project name, etc.). For record drawing verification information please contact Special Services at (803) 545-3400
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Indicate if property is contiguous to City limits. Contiguous properties must provide copy of annexation petition verification prior to plan review. Contact Development Services at (803) 545-3483
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show the proposed water meter's size and location. If the meter's size is 4" or greater, provide details of the meter vault and show the location of the back flow preventer
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show proposed Sanitary Sewer Tap location, size and loading, if City of Columbia's
6.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show anything that may interfere with water and sewer tap installation (i.e. other utilities, easements, ditches, other pipes, shrubbery, steep grades, etc.)
7.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Water and sewer service should be shown completely on plans including verifying information on the main to be connected to
8.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Indicate backflow preventer location (inside building is preferred and if inside building, note on plans)
9.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show any and all pavements, parking areas, turning radii, etc. Label sidewalks, pavements, curb and gutter, easements, etc.
10.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure proposed signs, other utilities apparatus do not encroach in City of Columbia utility easements. Contact Real Estate Division at (803) 545-3400
11.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show City utility easements around all proposed water services and fire hydrants not located within a right-of-way
12.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Include calculations for proposed sewer flow (if within City of Columbia sewer service area), either on the plans or include as a supplement to the plans, indicating proposed average daily sewer flow (gallons per day)
13.	<b>Notes</b>			

**E Profile Sheet(s)** - Indicate if the following are included:

1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Identify horizontal and graphic scales for each profile
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Label station numbers on all manholes, junction boxes, catch basins, etc. Show distances of main lines along profile view. Distances and station numbers should correlate
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show size, material and slope between manholes, and lengths of all sanitary sewer lines on plan view and profiles

# Utility Review Checklist

**E Profile Sheet(s)** - Indicate if the following are included:

<b>4.</b>	<b>Notes</b>	
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**F Fire** – Indicate if the following are included:

<b>1.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is building required to be sprinkled? Building plans examiner would indicate this requirement. Determine prior to utility connection submittal. Contact Plans Examiner at (803) 545-3427
<b>2.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show Fire Department Connection (FDC) location, if applicable. Fire Hydrant must be within 100' of FDC and not crossing a major road
<b>3.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Show location of nearest Fire Hydrant. Fire hydrant must be within 500' of furthest building corner as measured along the travel-way and not crossing a major road
<b>4.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do site accesses meet International Fire Codes?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If building is greater than 30' high, is access of appropriate size and proximity?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	(a) Twenty-six (26 feet wide where appropriate)
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	(b) Is appropriate turn around provided? If road is longer than 100-feet, must provide turn around
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	(c) Is second access required?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	(d) Do all fire accesses accommodate sixty-foot (60) radii turns?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	(e) Is all access all weather surfaced and able to support 78,000 lb. vehicle?
<b>5.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Proposed Fire Sprinkler Systems: Provide a copy of the City of Columbia Fire Hydrant Test Letter <i>see Attachments section below</i>
<b>6.</b>	<b>Notes</b>			

**G Delegated Review Package (Main Construction Only)** – Indicate if the following are included:

<b>1.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	DHEC application – 1 Original and 2 Copies <ul style="list-style-type: none"> <li>○ Wastewater name and number is: Columbia Metro WWTP 0020940</li> <li>○ Water System name and number is: Canal WTP 401001</li> <li>○ City Water Specifications approved by DHEC <u>10/22/2002</u></li> <li>○ City Sewer Specifications approved by DHEC <u>10/10/1991</u></li> </ul>
<b>2.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Two copies of a detailed 8 ½ x 11" location map.
<b>3.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Two copies of Fire Hydrant flow test letter less than one year old.

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**G Delegated Review Package (Main Construction Only) – Indicate if the following are included:**

4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Check to DHEC (\$75.00 for each review type i.e. water and/or sewer).
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Two copies of water and sewer calculations.
6.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If to be City sewer, Approved 208 Form from Central Midlands.
7.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Two additional paper copies of drawings, size 24" x 36"
8.	<b>Notes</b>			

**H Attachments - Indicate if the following are included:**

1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	CAP Review
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Calculations for proposed sewer flow (if within City of Columbia sewer service area), either on the plans or include as a supplement to the plans, indicating proposed average daily sewer flow (gallons per day)
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>All proposed food establishments (i.e. Restaurants, Delis, Cafeterias) must have grease interceptors and must be approved by Stephen Sealey, Wastewater Compliance Manager (803) 545-0028 or <a href="mailto:Stephen.Sealey@ColumbiaSC.gov">Stephen.Sealey@ColumbiaSC.gov</a> Please email Stephen Sealey the following and make sure this is also shown on the formally submitted plans:</p> <ul style="list-style-type: none"> <li>✓ a copy of the site plans or plumbing plan showing the location, size, and details of the interceptor</li> <li>✓ seating plan</li> <li>✓ description of food preparation</li> <li>✓ hours of operation, etc.</li> </ul> <p>Grease Interceptor Calculations are also needed and must be in accordance with the Grease Trap Sizing Guide and can be found here: <a href="https://columbiascwater.net/all-forms-documents/">https://columbiascwater.net/all-forms-documents/</a> along with other grease interceptor information.</p>
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All Automotive/Carwash establishments connected to the City's sewer system must have an Oil/Sand/Water Separator and must be approved by Stephen Sealey. Please email Stephen Sealey the location and details of proposed Oil/Sand/Water Separator and also show this information on the formally submitted plans. More information can be found here: <a href="https://columbiascwater.net/all-forms-documents/">https://columbiascwater.net/all-forms-documents/</a>
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Proposed Fire Sprinkler Systems: Provide a copy of the City of Columbia Fire Hydrant Test Letter. For more information call (803) 545-3400
6.	<b>Notes</b>			