State of Idaho

Department of Environmental Quality

General PLAN AND SPECIFICATION Review CHECKLIST

1. GENERAL INFORMATION

Requirement for Plan and Specification Review

Idaho Code § 39‑118 requires that public drinking water supplies as defined in Idaho Code § 39‑103, public drinking water systems as defined in IDAPA 58.01.08.003, and public wastewater systems as defined in and IDAPA 58.01.16.010 must be designed to Department of Environmental Quality (DEQ) facility and design standards and must be approved by DEQ.

About this checklist

This checklist is offered as assistance for both designers and reviewers. Using it is voluntary. Many designers use checklists to ensure important but non-routine considerations are not overlooked and the application package is complete. For reviewers, completed checklists often expedite plan and specification review.

This and other design checklists are available at any DEQ regional office or online at <http://www.deq.idaho.gov/water/assist_business/engineers/checklists.cfm>.

All of the other specialized checklists should be accompanied by this GENERAL PLAN AND SPECIFICATION REVIEW CHECKLIST,because the general checklist provides complete information about the project that is not provided on the specialized checklists.

Where to add justification/rationale

These are some options for where to provide justification/rationale:

***In a cover letter –strongly preferred.***

Typed into the checklist electronic form. (Each checklist item includes a form field that expands as you type and will make **your text** bold.) This is preferred over handwriting.

On a separate sheet. This is preferred over handwriting in the row or in the margin.

Number of sets to submit

For the first submittal and early review stages, one complete set of stamped plans and specifications is sufficient.

For final review stages, submit one set for DEQ files plus any additional setsfor which DEQ stamped approval is required by the developer, designer, municipality, etc.

1. GENERAL PROJECT INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Project Name | | | | TD-3 High Service Level Distribution Main Replacement (Phase I, II, & III) | | | | | | | | | | | | | | | | |
|  | Former Name (if any) | | | |  | | | | | | | | | | | | | | | | |
|  | Location | Major Cross Roads | | | | 3rd ST (10th Ave - 4th Ave) & 5th AVE (3rd ST - 5th ST) | | | | | | | | | | | | | | | |
|  | PLS | Section | | 36 | | | Township | | | | 36N | | | | | | Range | | | 6W | |
|  | City | Lewiston | | | | | | County | | | | Nez Perce | | | | | | | | | |
|  | Brief Project Description | | | | Distribution main replacement | | | | | | | | | | | | | | | | |
|  | Project includes modifications to, or plans for a new: | | | | | | | | | | | | | | | | | | | | |
|  | a. Public Drinking Water System | | | | | | | | | | | | | | | | | | | | |
|  | b. Public Sewer System | | | | | | | | | | | | | | | | | | | | |
| 1. . | Design Engineer | | Alannah Bailey, P.E. | | | | | | | | | | | PE # 14113 | | | | | | | |
| Firm | | | City of Lewiston | | | | | | | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | |
| City | | |  | | | | | | State | | | | | | | | | ZIP | | | |
| Phone | | | 208.790.8809 | | | | | | | | | | Fax | |  | | | | | | |
| E-mail Address | | | abailey@cityoflewiston.org | | | | | | | | | | | | | | | | | | |
|  | Project Owner or Developer: (legal name of owner or authorized representative) | | | | | | | | | | | | | | | | | | | | |
| Name | | | City of Lewiston | | | | | | | | | | | | | | | | | | |
| Firm | | |  | | | | | | | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | |
| City | | |  | | | | | | | | | | State | | |  | | | ZIP | |  |
| E-mail Address | | |  | | | | | | | Phone 208.746.1316 | | | | | | | | | | | |
| 1. . | Name of responsible charge or subcontractor who will operate and maintain completed systems:       License # | | | | | | | | | | | | | | | | | | | | |
| Name | | | City of Lewiston | | | | | | | | | | | | | | | | | | |
| Firm | | |  | | | | | | | | | | | | | | | | | | |
| Address | | | P.O. Box 617 | | | | | | | | | | | | | | | | | | |
| City | | | Lewiston | | | | | | | | | | State | | | Idaho | | | ZIP | | 83501 |
| E-mail Address | | | blacy@cityoflewiston.org | | | | | | | | | | | | | | | | | | |

1. SUBMITTALS AND CERTIFICATIONS

Project review time may be extended if the suggested submittals and certifications have not been included.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Submittals: | | | | | |
| a. All pertinent DEQ checklists included? | | | | | | |
| b. City Council or County approval attached? | | | | | | |
| c. If a project will be platted, the submittal must include either the preliminary plat or,  if available, the preliminary version of the final plat | | | | | | |
| d. If the project will be part of an existing water or sewer system, certifications that the existing systems will not be overloaded are provided: (check all that apply) | | | | | | |
|  | | | Calculations from a registered professional engineer | | | |
|  | | | Letter(s) of certification from the owner(s) | | | |
| e. Engineering inspection and as-built certification contract is attached. (This contract must cover pressurized irrigation systems if part of the project.) | | | | | | |
| Inspector’s name and firm if different from design engineering firm | | | | | |
| Name | | | | Firm | |
|  | Certifications: | | | | | |
| a. The attached plans represent the final, approved set from the utility | | | | | | |
| b. The Dig-Line telephone number has been provided to owners and contractors | | | | | | |
| c. | | If the project will generate dewatering or other construction where wastewater  discharges to surface waters, a short term activity exemption or equivalent  has been obtained as per IDAPA 58.01.02.080.02 | | | | |
| i. DEQ representative issuing exemption: | | | | |  | |
| d. | | If the project contains both water and sewer mains and those services are provided  by different utilities, contact DEQ | | | | |
| i. Water and sewer are either illustrated on the same plans or prior approval was received from DEQ: Prior Approval  Same Plans | | | | | | |
| e. All other easements, permits, and rights-of-way have been obtained | | | | | | |
|  | | | | | | |

1. PLANS & SPECIFICATIONS
2. Plans should have:

a. Cover sheet with Table of Contents for plan set

b. Clear vicinity map or written directions to location of project

c. North arrows

d. Bound and numbered pages

e. Index sheet showing overall layout of plan and profile sheets

f. Plans (all sheets) and first page of specifications must be

|  |  |  |
| --- | --- | --- |
| Signed | Dated | Stamped |

1. Tables of contents are included for engineering reports and bound specifications (CEP\*):
2. Identify the standard specifications used for this project (may be more than one) (CEP\*):

|  |  |  |  |
| --- | --- | --- | --- |
| *Idaho Standards for Public Works Construction* | | Publication date | 2017 |
| Municipality |  | Publication date |  |
| Utility |  | Publication date |  |
| Other |  | Publication date |  |

\* (CEP) Common engineering practice

1. PRESSURIZED IRRIGATION

This section contains required items for projects that include pressurized irrigation and is used to verify separation distances from drinking water distribution systems and for cross connection control.

|  |  |
| --- | --- |
|  | Plans for pressurized irrigation systems are provided |
|  | If the potable water system supplies a pressure irrigation system, specify a reduced  pressure back-flow prevention device that is on the *Drinking Water List of Approved*  *Back-flow Prevention Devices* |
|  | Record drawings/as-built certification will show location of pressurized irrigation system |

1. NOTE ON RULES AND STANDARDS

This checklist addresses the majority of common items from the Idaho Rules for Public Drinking Water Systems and Wastewater Rules. However, this checklist is not all-inclusive and additional project-specific checklists are usually submitted along with this General Plan and Specification Review Checklist. The DEQ offices may have additional written information that will assist in the design/approval process.

This checklist is not intended to address requirements of other regulating entities such as the Public Utility Commission or the Idaho Division of Building Safety, Plumbing Bureau.

1. DESIGN ENGINEER’S CERTIFICATION

*All of the items indicated on the above checklist are accurately reflected in the attached Plans and Specifications.*

Design Engineer’s Signature, Seal, and Date: