



## PRECONSTRUCTION MEETING CHECKLIST

FOR PROJECTS INSIDE OF THE CITY'S MUNICIPAL BOUNDARIES

**The following is a list of items that MUST be on file in the Community Development Department PRIOR to scheduling a Preconstruction Meeting:**

Project Name	Project No.	Date
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- Utility Service Permit executed by both parties and recorded
- As applicable, letters permitting construction from:
  - Health Department Water \_\_\_\_\_ Exp \_\_\_\_\_
  - Wastewater \_\_\_\_\_ Exp \_\_\_\_\_
  - Surface Water Management (BC or CBWCD) \_\_\_\_\_ Exp \_\_\_\_\_
  - ERP (BC – SFWMD) \_\_\_\_\_ Exp \_\_\_\_\_
  - Other (BC ERL, SFWMD ROW, SFWMD WU) \_\_\_\_\_ Exp \_\_\_\_\_

- Approval of Final Engineering Plans
- Issuance of Development Authorization Letter Approval of Final Engineering Plans
- A copy of the executed agreement between the Developer or General Contractor and the Underground Utility Contractor indicating the cost of construction (breaking down water, sewer and drainage)
- The Underground Contractor must be registered with the City of Sunrise including his/her underground utility license (Broward County Certificate of Competency or Florida Underground Utility Contractor), Broward County Local Tax Receipt, and Certificate of Insurance including Liability and Workers Compensation. The form with instructions is available on the City website at: <http://www.sunrisefl.gov/Modules/ShowDocument.aspx?documentid=540>

**PLEASE NOTE: APPROVAL OF SHOP DRAWINGS AND PRODUCT LISTS ARE CONTINGENT UPON VERIFICATION OF CONTRACTOR REGISTRATION AND REVIEW OF CONTRACTOR AGREEMENT.**

- Submission and approval of five (5) sets of **Sewer** Shop Drawings signed and stamped by both the Engineer of Record and the Licensed Underground Contractor. Submittal may consist of 1 original and 4 copies.
- Submission and approval of five (5) sets of **Drainage** Shop Drawings signed and stamped by both the Engineer of Record and the Licensed Underground Contractor. Submittal may consist of 1 original and 4 copies.
- Submission and approval of five (5) sets of **Lift Station Drawings** signed and stamped by both the Engineer of Record and the Licensed Underground Contractor. Submittal may consist of 1 original and 4 copies.
- Submission and approval of five (5) **Water and Sewer Product Lists** signed and stamped by both the Engineer of Record and the Licensed Underground Contractor. Must conform to the City of Sunrise Approved Product List, and must be submitted using format available on the City website at: <http://www.sunrisefl.gov/Modules/ShowDocument.aspx?documentid=1867>. Submit catalog cuts for substitutions only. Submittal may consist of 1 original and 4 copies.
- For any site activities greater than one acre, the contractor must submit copy of the acknowledgement from DEP of the accepted Notice of Intent (NOI) along with a copy of the storm water pollution prevention plan.