# City of Kelowna

**Record Drawing
Submission Checklist**

| Project: | | Address: | |
|---|---|---|---|
| Submitted by: | | Submission Date: | |
| EOR: | | Dev. Eng. Contact | |
| Consultant(s): | | | |
| Drawing No's: | | | |
| Other: | | | |

## SUBMISSION REQUIREMENTS:

| | YES | NO | N/A | Comments Below |
|---|---|---|---|---|
| 1. All required drawings are included? | ☐ | ☐ | ☐ | ☐ |
| 2. Drawing numbers are correct? | ☐ | ☐ | ☐ | ☐ |
| 3. Drawings are at acceptable scale(s)? (Metric) | ☐ | ☐ | ☐ | ☐ |
| 4. Drawings are clear & legible (ie Plan & Profile not cluttered)? | ☐ | ☐ | ☐ | ☐ |
| 5. Drawings: Black & White, North Arrow, Dimension & Inverts? | ☐ | ☐ | ☐ | ☐ |
| 6. Hardcopies are sealed? | ☐ | ☐ | ☐ | ☐ |
| 7. Sealed PDF drawings are included? | ☐ | ☐ | ☐ | ☐ |
| 8. CAD files and x-ref's are included? (eTransmit format) | ☐ | ☐ | ☐ | ☐ |
| 9. CAD files match date & revisions of sealed drawings? | ☐ | ☐ | ☐ | ☐ |
| 10. CAD files are in correct UTM? | ☐ | ☐ | ☐ | ☐ |
| 11. Service cards are included (New and Abandon) | ☐ | ☐ | ☐ | ☐ |
| 12. Hydrant data cards are included or have been submitted (to Operations)? | ☐ | ☐ | ☐ | ☐ |
| 13. Road Names are updated to reflect current names? | ☐ | ☐ | ☐ | ☐ |
| 14. Checklist to be included and signed by the engineer of record | ☐ | ☐ | ☐ | ☐ |
| 15. What version of AutoCAD/Civil 3D are the CAD files in? | _____ | | | |

## COMMENTS  (Any variations to the above to be noted and approved):

Engineer of Record: _____