

**Charleston Water System
Record Drawing Checklist – Water**

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)

Engineer
Complete

CWS
Complete Incomplete

CWS Project Name (on all sheets)			
CWS Project # (on all sheets)			
CWS Extension # (on all sheets)			
DHEC Permit # (on all sheets)			
Required Drawing Size – 24” x 36”			
Tax Map Numbers			
Lot and Unit Numbers (include all known addresses)			
Street Names (include ROW widths and ownership)			
Site Map – minimum size 3”x 3”			
Text Height – 0.08-inch or larger			
New mains must be shown as a dark, thick line and clearly labeled with length, diameter, material and restrained lengths (example: 150 LF, 6” RJ DIP)			
Abandoned or removed mains must be shown as a grey line and clearly labeled with length, diameter, material and restrained lengths (example: 150 LF, 6” RJ DIP)			
Steel casings labeled with length and diameter			
Graphic and Relative Scales - maximum 1”=40’			
North Arrow			
Legend			
Utility Contractor’s Name, Address, Phone Number, Email Address			
Engineering Firm Name, Address, Phone Number, Email Address			
Construction Completion Date (month, year)			
Horizontal NAD 83 (2011) and Vertical Datum NGVD 29 (on all sheets)			
Professional Land Surveyor (PLS) Signature and Stamp			
Registered Professional Engineer (PE) Signature and Stamp			
Water Easements – Label as “xx-FT CWS Utility Easement”			
Installed and Abandoned or Removed Material Listing – CWS Asset Inventory Worksheet and Record Drawing must reflect same information:			
Pipe – length, diameter, material, restrained lengths			
Valves – size, type, quantity			
Hydrants – make, quantity			
Services – diameter, quantity			

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Coordinate Table for all installed water appurtenances in a tabular format, State Plane Coordinates NAD 83 (2011) to include:			
Point Number			
Northing			
Easting			
Elevation (Vertical Datum NGVD 29)			
Station Number			
Description			
Meter addresses, unit numbers, and use			
Profiles must be provided for all water mains			
Indicate how the new main ties into the existing main (show as dashed and label size), show point of tie-in in State Plane Coordinates			
Service Lines – indicate distance from main to meter box (example: 20 LF, 1” Copper)			
End of Main – label and show in State Plane Coordinates			

NOTE: submit service only projects as the “Approved for Construction” plans updated to asbuilt conditions.

Signatures (sign and date)

ENGINEER:	DATE:
CWS PARS:	DATE:
CWS INSPECTOR:	DATE: