

**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)			
Block Designation			
Tax Map Numbers			
Lot and Unit Numbers			
Street Names			
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 labeled with length, diameter, material (example: 150 LF, 6” DIP)			
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			
Construction Completion Date (month, year)			
Horizontal and Vertical Datum (on all sheets)			
Professional Land Surveyor (PLS) Signature & Stamp			
Registered Professional Engineer (PE) Signature & Stamp			
Water Easements – Label as “xx-FT CWS Utility Easement”			
Installed Material Listing – CWS Asset Inventory Worksheet and Record Drawing must reflect same information:			
Pipe – length, diameter, material			
Valves – size, type, quantity			
Hydrants – make, quantity			
Services – diameter, quantity			
Coordinate Table for all installed water appurtenances in a tabular format, State Plane Coordinates (NAD 83) to include:			
Point Number			
Northing			
Easting			
Elevation			

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Station Number			
Description			
Profiles must be provided for:			
Mains 10" and larger			
Mains on Peninsula Charleston regardless of main size			
Mains at storm drain crossings			
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			
Indicate main diameter, material type, and total distance on line			
Service Lines – indicate distance from main to meter box (example: 20 LF, 1" Copper)			
End of Main – label and show in State Plane Coordinates			

Signatures (sign and date)

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