

**Charleston Water System  
Record Drawing Checklist – Wastewater Gravity Sewer Only**

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, and material (example: 150 LF, 8” PVC)			
Abandoned or removed mains must be shown as a grey line and clearly labeled with length, diameter, and material (example: 150 LF, 8” PVC)			
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 (show on all sheets)			
Professional Land Surveyor (PLS) Signature and Stamp			
Registered Professional Engineer (PE) Signature and Stamp			
Sewer 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			
Manholes – diameter, quantity			
Services – diameter, quantity			
Cleanouts – quantity			
Coordinate Table for all installed sewer appurtenances in a tabular format, State Plane Coordinates NAD 83 (2011) to include:			

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Point Number			
Northing			
Easting			
Elevation (Vertical Datum NGVD 29)			
Station Number			
Description			
Sewer service cleanout addresses, unit numbers, and use			
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			
Manhole Invert and Top Elevations - show on both Plan and Profile			
Manhole Station Numbers – show on both Plan and Profile			
Manholes Numbered – show on both Plan and Profile			
Gravity Sewer Mains -show on both Plan and Profile:			
Length (manhole to manhole), diameter, material			
Percent of grade (slope) – manhole to manhole			
DIP/C900 Sewer Sections – manhole to manhole length or other sections			
Wye Station Numbers - show on both Plan and Profile			
Cleanout Invert and Top Elevations – show on both Plan and Profile			
Service Laterals – indicate distance from main to first cleanout within the easement or right-of-way			
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: