

BALTIMORE COUNTY

DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS

CHECKLIST FOR SUBMITTAL OF UA AND/OR RA

PLEASE COMPLETE THIS CHECKLIST AND INCLUDE IT WITH ALL SUBMITTALS

All Draft Submittals:

- _____ 1. 2 complete but unsigned copies of each UA and/or RA with the Exhibits attached.
All areas must be typed using the County approved UA/RA forms;
- _____ 2. 2 copies of each approved construction drawing(s) indicated on the Exhibit;
- _____ 3. 2 copies of each cost estimates on DPR form or contractor's proposal estimate(s), and Landscape Cost Estimate (if applicable);
- _____ 4. A copy of the recorded plat for residential subdivisions or minor sub plan for minor subs; and
- _____ 5. Transmittal indicating the name of the project and the party making the submittal.

PAI will review the draft submittal and return it with comments or with the Exhibits approved. The Applicant should not sign the agreements until the Exhibits are approved. Resubmit a draft of the documents if the Exhibits have not been approved. Once Exhibits are APPROVED submit the following:

All Full Submittals:

- _____ 1.a.) **Residential** = 2 originals, 6 copies of each signed agreement w/approved Exhibits attached.
- _____ b.) **Commercial** = 2 originals, 7 copies of each signed agreement w/ approved Exhibits attached.

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| _____ 2. | <u>Residential</u> | <u>Commercial</u> |
| | 10-folded prints of each approved sewer drawing. | 12-folded prints of each approved sewer drawing. |
| | 9-folded prints of each approved water drawing. | 12-folded prints of each approved water drawing. |
| | 8-folded prints of each approved storm drain drawing. | 12-folded prints of each approved storm drain drawing. |
| | 8 folded prints of each approved road drawing. | 10-folded prints of each approved road drawing. |

- _____ 3. A certified or cashier's check for inspection fees. Inspection fees are 8% of the total estimated costs as shown on the approved Exhibits.
- _____ 4. 2 copies of the paid receipt from Permits (Rm 100) for any water and sewer charges.
- _____ 5. Security in the amount of 110% of the approved estimate. Security is required at this time for:
 - a) All agreements for which there is no PWA
 - b) All agreements covered by a PWA and where building permits are being requested.
- _____ 6. Developer's insurance certificate on County form for all agreements covered by a PWA.
- _____ 7. Contractor's insurance certificate on County form or Insurance Accord for all agreements NOT covered by a PWA.

Project Name: _____ PAI #: _____

Applicant Name: _____ Email: _____

PE/Architect: _____ Email: _____

Checklist Prepared By: _____ Date _____