

**CONSTRUCTION DOCUMENT AND DRAWING CHECKLIST
FOR FRONT END REVIEW**

1. One Complete and Sealed copy of the latest plans, **preferably construction issue set – permit set minimum (half-size if available)**

Const. Issue	Permit Permit	Bid/other Set

Civil Engineering Drawings
 Architectural Drawings.
 Foundation/Structural Drawings
 Mechanical, Electrical, and Plumbing (MEP) Drawings
 Landscape and Irrigation Drawings

- _____ 2. Project Specification Manual
- _____ 3. Soils (Geotechnical) Report
- _____ 4. Environmental Site Assessment (ESA) Report.
- _____ 5. Site Survey including Flood Plain Designation.
- _____ 6. Utility Availability letters – Domestic Water, Gas, Storm, Sanitary Sewer, Electrical and Telephone Services.
- _____ 7. Zoning Designation - Approvals, Variances, other applicable correspondence
- _____ 8. Copies of Building Permit(s)
- _____ 9. Development (Loan) Budget including Hard Costs and Total Project Budget.
- _____ 10. Owner/Contractor Agreement with Exhibits (Breakdown of Schedule of Values, Date of Substantial Completion, construction schedule)
- _____ 11. Owner/Architect Agreement.

We also will request we be added to the direct mail-out list from the selected construction testing company for soil, concrete testing, etc. We will also be requesting a foundation and as-built survey during construction (if a loan requirement on this project).