



# CITY OF LAREDO

## ENGINEERING DEPARTMENT

### PRE-CONSTRUCTION CHECKLIST REQUIREMENTS

DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

#### CONTACT INFORMATION

**CONSULTANT ENGINEER**

**FIRM:**

Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**DEVELOPER**

**OWNER:**

Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**CONTRACTOR**

**COMPANY:**

Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**TESTING LAB**

**FIRM:**

Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

SUBMITTED	REQUESTED	DESCRIPTION
	2	Construction Plan Complete Sets <b>Hard copies</b>
	1	Material submittals (See Table 1 Check list) <b>Hard copy</b>
	1	USB Drive <b>with all the listed documentation – assure documentation has uploaded correctly</b>
<p><b>*Digital Approved Copy Plans/Submittals with highlighted items – Drainage Report and Geotechnical Report – Copy of Run off acceptance letter – Copy of Deed <b>Include in package</b></b></p>		

**AFTER REVIEW & APPROVAL OF SUBMITTALS THE FOLLOWING IS REQUIRED IN ORDER TO SCHEDULE A PRE-CON MEETING.**

- |  |  |
|--|--|
| <input type="checkbox"/> Street Cut Permit                   | <input type="checkbox"/> Land Clearing Permit                                  |
| <input type="checkbox"/> TxDot Permit <b>(if applicable)</b> | <input type="checkbox"/> Flood Plain Development Permit <b>(if applicable)</b> |

All proctors must be recommended for use by Engineer of Record, submit reports by email. Engineering Department will provide a response within 48 hours.

**ON-SITE SAMPLE PICK UP**

- Subgrade/Caliche/Wet Ball Mill Test/Trench Back Fill
- 0-PI Sand
- Gravel

**Note:** See attached product submittal checklist, check all applicable items. All materials will be reviewed; allow time for a response with comments or approval. This Checklist is the responsibility of the Engineer of record to verify all the materials will be used as part of the project. Pre-Construction can be initiated once all items have been approved. Meetings will be scheduled based on availability and programed for Wednesdays or Fridays.

Allow 10 business days for review.

\* Projects before digital requirements at One Stop Shop

# PRODUCT SUBMITTAL

DATE: \_\_\_\_\_

**ALL SUBMITTALS MUST BE CURRENT WITHIN ONE CALENDAR YEAR – TABLE # 1**

SUBMITTED	PAVEMENT	
	Concrete Mix Design (28-day compression strength) <b>Signed by a Licensed Professional Engineer</b>	
	Flowable Fill Mix Design <b>Signed by a Licensed Professional Engineer</b> (if applicable)	
	Asphalt Mix Design <b>Signed by a Licensed Professional Engineer</b>	
	<b>Specify:</b>	
	Geo-grid - <b>Specify</b>	
	MC-30	
	Tack Submittals	
SUBMITTED	STORM DRAINAGE & OTHER ITEMS	
	Box Culvert (Pre-approved CAPA, Forterra, Hanson)	
	<b>Specify:</b>	
	Junction Box (Pre-approved CAPA, Forterra, Hanson)	
	<b>Specify:</b>	
	Inlets including 5ft, 10ft, 20ft, etc. (Pre-approved CAPA, Forterra, Hanson)	
	Note: Cast in place structures shall be designed by a Licensed Professional Engineer	
	<b>Specify:</b>	
	Reinforced Steel	
	Wire Mesh	
	Reinforced Steel Chairs	
	Reinforced Concrete Pipe (RCP) including diameter & class (Pre-approved CAPA, Forterra, Hanson and Cirbsa)	
	Manhole and Inlet Metal Ring & Covers (Pre-approved: East Jordan, Nenaah Foundry)	
	Manhole adjustment rings (Concrete, Rubber and Plastic)	
	Conduit Crossing Submittals Schedule 40 and 80 Grey and White	
	Curing compound (White Pigmented Compound)	
	Silt Fence	
	Stakes	
	Black Film	
	Rock Berm, Gabion Mats	
	Erosion Control Blanket - <b>Specify</b>	
	Hydro Mulch	
	Seeding	
	Inlet Protection	
	Gravel Filter Protection (Rock Size) - <b>Specify</b>	
	Stabilized Construction Entrance (Rock Size) - <b>Specify</b>	
	Truncated Domes	
	NOI or Small Construction Notice	
	<b>Other:</b>	