



PRECONSTRUCTION CHECKLIST

To be completed by DID Project Coordinator

PROJECT NAME: _____

PROJECT ADDRESS: _____

SITE PLAN & CONTRACT
DRAWING NUMBER: _____

CONTRACTOR: _____

OWNER: _____

#	Required Preconstruction Items	Item Completed/ Approval Date	N/A	Notes
1.	Site Plan & Contract Drawings signed by the DID Director			
1a.	Included in the signed set, approved Traffic Control Plan per the Guidelines for Traffic Control:			
	City Streets			
	County Streets			
	State Roads			
1b.	Included in the signed set, Erosion & Sediment Control Plan:			
	MDE E&S Control Permit			
2.	Shop drawings reviewed and approved by City Engineer and Inspector:			
	Water			
	Sewer			
	Storm Water (Public & Private)			
	Other: _____			
3.	Applicable Permits:			
3a.	City of Salisbury Permits			
	Grading Permit			
	Demolition Permit			
	Obstruction Permit			
	License to Encumber Permit			
	Break Permit			
	Ground H2O Withdrawal Permit			



#	Required Preconstruction Items, cont.	Item Completed/ Approval Date	N/A	Notes
3b.	Wicomico County Permits			
	Wicomico County Road Opening Permit			
3c.	State Permits			
	MDE Notice of Intent			
	MDE Dewatering Permit & General Discharge Permit.			
	MDE Preconstruction meeting held OR confirmation that MDE staff will be present at the scheduled city Preconstruction meeting.			
4.	Miscellaneous Requirements			
	Contact Information Sheet (attached) showing contractors approved by the City of Salisbury for work performed on City Infrastructure including but not limited to: Water, Storm Water (Public & Private), Sewer, Paving, Concrete and Fire Mains.			
	Bypass pumping plan, if applicable.			
	Submittal, review and approval of a written schedule of construction.			
	Contract signed by all parties prior to Preconstruction Meeting. (City Infrastructure Projects Only)			
5.	Applicable Documents:			
	Public Works Agreement			
	Performance Bond or Letter of Credit			
	Deed recordation of applicable subdivision plat and/or easement plats.			
	Stormwater management maintenance and inspection agreement			
	Other: _____			
6.	Payments:			
	Water/ Sewer Inspection Fee			
	Other Outstanding Fees			