City of Tulsa
Special Projects Design
Plan Review Check List

Consultant Review: _____
Project Manager Review: _____
Lead Engineer Review: _____
Project Number: _____
Project Name: _____
Project Manager: _____
Date: _____

A. Title Sheet

____1. Project name and number, account number and location
____2. Engineer seal with signature and date
____3. Vicinity map showing arterial streets
____4. Sheet Index
____5. Call Okie
____6. Legend
____7. Public Works Director signature block with advertisement date
____8. Code information box (define codes used and what project is classified)
____9. Consultant name and address box
____10. General Construction Notes:
   a. All construction to be in strict accordance with City of Tulsa, Public Works Department Standards and Specifications
   b. All notes necessary for project

B. Right-of-Way Sheet

____1. Right-of-Way and Survey Data sheets sealed by a Professional Land Surveyor Licensed in the State of Oklahoma
____2. Right-of-Way and easements shown with book and page
____3. Ownership shown with lot and block numbers
____4. Flood zone shown

C. Civil Site Plan

____1. Property lines and dimensions (pins & bearings).
____2. Existing grades are shown.
____3. Proposed grades are shown.

____4. New underground utilities (power, telephone, water, sewer, gas, storm drainage, fuel lines, grease traps, fuel tanks) have no interferences.
____5. Existing power/telephone poles, pole guys, street signs, drainage inlets, valve boxes, manhole covers, etc. do not interfere with new driveways, sidewalks, or other site improvements (include provisions for adjusting to match final or finish grade).
____6. Limits of construction, clearing, grading, sodding, grass or mulch are shown and are consistent in other disciplines.
____7. Fire hydrants and street light poles do not conflict with other above ground items.
____8. Profile sheets show other underground utilities and avoid conflicts.
____9. Horizontal distances between drainage structures and manholes match scaled dimensions and stated dimensions on both plan and profile sheets.
____10. Location of septic tank and field.
____11. Building outline and identification.
____12. Location of building and dimensions.
____13. Finished floor elevation.
____14. Elevation of steps, walks, stoops, etc.
____15. Location of existing buildings, trees, etc.
____16. Location of construction, fences, retaining walls, gates.
____17. Street locations and names.
____18. Benchmark and identity shown.
____19. Curb, gutter and surfacing locations, identification and details and indicate critical elevations.
____20. Location of required culverts, bulkheads, elevation at flow line and details.
____21. Flagpole, signs and other related items.
____22. Location of soil tests.
____23. Section cuts to explain alternate building areas.
____24. Verify building is located behind set back lines and does not occupy easements.
____25. Title of drawing
____26. Scale
____27. North arrow
____28. Key plan
____29. General notes
____30. Legend
____31. Signed and sealed
____32. Title block
____33. Dimensions provided allow for construction staking of all items to be built.

D. Architectural Site Plan

____1. Property lines and dimensions
____2. Building outline and identification
____3. Dimensional location of building
____4. Finished floor elevation
____5. Site paving, identifications, and location with dimensions and coordinated spot elevations.
____6. Site paving expansion and control joints located, identified, and dimension.
____7. Location of construction; fences, retaining walls, gates, flagpoles, signs, bollards, etc, identified and dimensioned.
____8. Indicate easements and building set
____9. Locate and identify existing structures to remain.
____10. Parking lot design including parking stall stripping, directional arrows, Handicap stall identifications, required signage, ramps and curb cuts. Provide City of Tulsa parking space requirements versus number of parking spaces provided.
____11. Identify adjacent streets and site access curb-cuts, and drives.
____12. Parking lighting, identified and dimensioned.
____13. Standard paving section details per City of Tulsa standards.
____14. Miscellaneous site details including, but limited to; fences, walls, ramps, stairs, handrails / guardrails, signs, light footings, planters.
____15. Title of drawing.
____16. Scale
____17. North Arrow
____18. General Notes
____19. Legend
____20. Signed and sealed
____21. Title block

E. Foundation Plan and Details

____1. Location of all thickened slabs.
____2. Location of all control joints, cold joints and expansion joints.
____3. Location of footings with footing mark and footing depth notations.
____4. Grade beam mark
____5. Location of all brick shelves
____6. Location of all depressed grade beams
____7. Location of all grade beam cold joints
____8. Location and identification of all risers
____9. Location and identification of all depressed or raised slab areas
____10. Location and indication of all piers
____11. Elevation of top of all piers
____12. Finish floor elevations
____13. Verify overall dimensions

____14. Show slab thickness and reinforcing
____15. Show thickness and type of fill
____16. Note vapor barrier
____17. Location of all exterior porches, stoops and sidewalks
____18. Location and identification of match lines as required
____19. Location of all mechanical sleeves
____20. Location and identification of any trenches or pits in slabs
____21. Verify column lines on structural and architectural
____22. Verify all column locations are same on structural and architectural
____23. Verify perimeter slab on structural matches architectural
____24. Verify section cuts
____25. Title of drawing
____26. Scale
____27. North arrow
____28. Key plan
____29. General notes
____30. Legend
____31. Signed and sealed
____32. Title block
____33. Orientation of plan same or close to site plan orientation

F. Foundation Details

____1. Typical continuous footing and wall reinforcing details
____2. Typical exterior grade beam detail
____3. Typical interior grade beam detail
____4. Typical depressed grade beam detail
____5. Typical grade beam cold joint detail with key
____6. Detail typical mechanical opening through grade beam
____7. Typical pier and pad reinforcing detail
____8. Typical reinforcing diagrams
____9. Typical footing sizes and reinforcing schedules
____10. Detail of all risers with steel indicated
____11. Typical thickened slab detail
____12. Typical construction or control joint detail
____13. Base plate details
____14. Typical exterior hand rail detail
____15. Typical opening in wall detail
____16. Typical corner bar detail
____17. All typical details are numbered and include a scale and title
____18. Title of drawing
____19. Signed and sealed
____20. Title block

G. Steel Framing

____1. Location and identification of all steel beams and steel joists
____2. Location and identification of all columns
____3. Location and marking of all lintels
____4. Identification of all steel plate, angles, closures and other miscellaneous steel with notes
____5. Indication of all roof deck and identification
____6. Location and identification of all mechanical roof openings and roof penetrations. Verify against Architectural.
____7. Bridging
____8. Location of expansion joint (verify against architectural)
____9. Bearing plate locations
____10. Match lines as required
____11. Verify dimensions
____12. Verify roof framing plan column lines and columns against foundation plan column lines and columns
____13. Verify perimeter roof line against architectural roof plan
____14. Verify length of all columns in column schedule
____15. Verify section cuts
____16. Verify lintel schedule
____17. Title of drawing
____18. Scale
____19. North arrow
____20. Key plans
____21. General notes
____22. Signed and sealed
____23. Title block

H. Steel Details

____1. Typical interior column/beam connection
____2. Typical exterior column/beam connection
____3. Typical beam/beam connection
____4. Typical expansion joint details
____5. Typical bearing plate detail at masonry
____6. Typical splice detail
____7. Typical mechanical sleeve detail
____8. Beam bearing dimensions
____9. Joist bearing dimensions
____10. Section cuts
____11. Bearing plate details
____12. Inlet details
____13. All typical details are numbered and include a scale and title
____14. Title of drawing
____15. Signed and sealed

____16. Title block

I. Demolition Plan

____1. As-built plan of current existing conditions.
____2. Identify and dimension items and materials to be removed.
____3. Identify items and materials to remain.
____4. Title of drawing.
____5. Scale
____6. North Arrow
____7. General Notes
____8. Legend
____9. Signed and sealed
____10. Title block

J. Floor Plan(s)

____1. All walls shown
____2. Dimensions verified
____3. Section cuts provided
____4. Room numbers and legend mark
____5. Door swings and door identifications
____6. Mechanical indications to scale
____7. Cabinet and shelf indications
____8. Windows and window identifications
____9. Plumbing fixtures indicated
____10. Expansion and control joint locations
____11. Stairs and ramps indicated
____12. Upper glass location
____13. Chalkboard and tack board locations and legend marks
____14. Chases and access doors
____15. Fire extinguishers
____16. Metal thresholds
____17. Indication of sloped floor and provide amount
____18. Floor drains
____19. Toilet stall partitions
____20. Fixed glass and frames
____21. Hand rails and guardrails
____22. Verify all concrete columns and walls against structural
____23. Verify masonry openings for windows and doors
____24. Verify partial floor plans against main floor plan
____25. Verify reflected ceiling plans against architectural floor plan to ensure no variance with rooms.
____26. Verify all rated walls
____27. Verify that all required equipment can be installed, removed and used through building openings.
____28. Verify Roof overhang

____29. Typical interior wall types
____30. Typical exterior wall framing – include stud size and spacing
____31. Orientation of floor plan same as foundation plan
____32. Title of drawing
____33. Scale
____34. North arrow
____35. Key plan
____36. All general notes
____37. Signed and sealed
____38. Title block

K. Reflected Ceiling Plan

____1. All walls shown
____2. Dimensions – verified
____3. Room numbers
____4. Furred ceilings indicated
____5. Materials identified and coordinated with finish schedule
____6. Expansion and control joint locations.
____7. Section cut indications.
____8. Light fixture layout, coordinated with Electrical drawings
____9. Ceiling diffusers and registers, located and coordinated with mechanical drawings.
____10. Locate exit signs
____11. Locate speakers, alarms, and smoke detectors.
____12. Indicate fire rated walls
____13. Orientation of ceiling plan same as floor plan.
____14. Title of drawing
____15. Scale
____16. North Arrow
____17. Key plan
____18. General Notes
____19. Signed and sealed
____20. Title block

L. Elevation Sheet

____1. Elevation of all exterior sides of building
____2. Indication and identification of all materials
____3. Windows and doors legend marked
____4. Finish floor elevations
____5. Finish grade and existing grade
____6. Foundation and footings with elevation mark
____7. Elevations of beam bearing
____8. Elevations of joist bearing
____9. Location of all mechanical openings (louvers, fans, etc.)

____10. Location of all hose bibs
____11. Location of all exterior lights
____12. Stair and hand rails / guardrails
____13. Verify building elevations against floor plans.
____14. Match line indications
____15. Verify section cuts
____16. Title of drawing
____17. Scale
____18. General notes
____19. Legend
____20. Signed and sealed
____21. Title Block

M. Roof Plan

____1. Outline of roof with building outline dotted in
____2. Location of expansion joints
____3. Location of all mechanical, plumbing and flue openings. Coordinate with structural, mechanical, and plumbing.
____4. Sky dome locations
____5. Roof gutter or spout locations
____6. Soffit or brick vent locations
____7. Location of splash block and pans
____8. Sky dome details
____9. Attic ventilation details
____10. Mechanical vent detail
____11. Plumbing vent detail
____12. Gravel guard / roof edge detail
____13. Roof drain detail
____14. Expansion joint detail
____15. Splash pan detail
____16. Downspout detail
____17. Splash block detail
____18. Roof construction detail
____19. Scupper / conductor head detail
____20. Title of drawing
____21. Scale
____22. North arrow
____23. Key plan
____24. General notes
____25. Roof plan legend
____26. Signed and sealed
____27. Title Block

N. Interior Longitudinal Sections / Cross Sections, and Elevations

____1. Indication of all structural materials
____2. Indication of all materials
____3. Location of all furred ceilings
____4. Location of wainscoting
____5. Indication of sky domes
____6. Indication of all bases
____7. Section cuts
____8. Indication of cabinets
____9. Indication of fixtures and equipment
____10. Indication of doors
____11. Windows, chalkboards, etc.
____12. Room identification number below each area shown on drawings
____13. Indication of foundation system on sections
____14. Verify wall sections against architectural building sections and structural
____15. Elevations of typical interior glass details (fixed and working)
____16. Stair sections and details
____17. Title of drawing
____18. Scale
____19. Signed and sealed
____20. Title block

O. Door and Widow Details

____1. Elevation of all doors or door types with dimensions
____2. Indicate size and type of glass at door view
____3. Description of doors
____4. Indication of mechanical vents through doors
____5. Door details including exteriors at ceiling, jamb, transom, head and mullion
____6. Detail of typical interior doors at jamb, transom, head and mullion
____7. Required details for special doors
____8. Door schedule
____9. Elevations of all windows with dimensions
____10. Notation of glass type
____11. Details of typical window jamb, head and sill
____12. Details of any special window openings
____13. Details of cast stone sill
____14. Window schedule
____15. Title of drawing
____16. Scale
____17. General Notes
____18. Legend

____19. Signed and sealed
____20. Title Block

P. Finish Schedule

____1. Indicate all finishes
____2. Identify all walls in each numbered room
____3. Coordinate schedule with plans and elevations
____4. Flooring and transition details
____5. Finishes and transition details
____6. Title of drawing
____7. Scale
____8. General notes
____9. Signed and sealed
____10. Title block

Q. Detail Sheets

____1. Cabinetry details
____2. Expansion and control joint details
____3. Stair details
____4. Handrail and guardrail details
____5. Ceiling details
____6. Floor pattern plans
____7. Equipment schedule – verify contractor furnished or owner furnished
____8. Title of drawing
____9. Scale
____10. General Notes
____11. Signed and sealed
____12. Title block

R. Mechanical and Plumbing

____1. Verify all new electrical, gas, water, sewer and other lines connect to existing
____2. Verify all plumbing fixture locations against architectural.
____3. Verify all plumbing fixtures against fixture schedule and/or specs.
____4. Verify storm drain system against architectural roof plan. Verify size of all pipes and that all drains are connected. Verify wall chases are provided on architectural to conceal vertical piping.
____5. Verify sanitary drainage system and that all fixtures are connected
____6. Verify HVAC floor plans against architectural
____7. Verify sprinkler heads in all rooms
____8. Verify all sections are identical to architectural and structural

____9. Verify that adequate ceiling height exists at worst case duct intersection
____10. Verify that all structural supports required for the mechanical equipment are indicated on the structural drawings
____11. Verify dampers are indicated at smoke and fire walls
____12. Verify diffusers against architectural reflected ceiling plan
____13. Verify all roof penetrations (ducts, fans, etc.) are indicated on roof plans Verify locations against Architectural
____14. Verify all duct work is sized
____15. Verify all air conditioning, heaters and exhaust fans against architectural roof plans and mechanical schedules.
____16. Verify all mechanical equipment will fit in allocated space
____17. Title of drawing
____18. Scale
____19. North arrow
____20. Key plan
____21. General notes
____22. Legend
____23. Signed and sealed
____24. Title block

S. Electrical

____1. Verify all plans are identical to architectural
____2. Verify all light fixtures against architectural reflected ceiling plan
____3. Verify all major pieces of equipment have electrical connections
____4. Verify location of panel boards and that they are indicated on the electrical riser diagram
____5. Verify that there is sufficient space for all electrical panels to fit
____6. Special lighting/power
____7. Emergency lighting
____8. Security System
____9. Orientation of plans to be the same as architectural plans
____10. Title of drawing
____11. Scale
____12. North arrow
____13. Key plan
____14. General notes
____15. Legend
____16. Signed and sealed
____17. Title block

T. Specification Check

____1. Check specifications for bid items (Coordinated with the drawings?)

____2. Check specifications for phasing of construction (Is it clear?)
____3. Compare architectural finish schedule to specifications (Are all finish materials specified?)
____4. Verify major pieces of equipment are coordinated with the contract drawings. Verify that horsepower ratings and voltage requirements are included.
____5. Verify "As Indicated" or "Where Indicated" items are actually located on the drawings.
____6. Verify that cross referenced sections are included in the contract documents

Verify that accurate quantities are provided when lists are used.

Q. Reviews

____1. Water Design
____2. Sanitary Sewer Design
____3. Storm Water Design
____4. Transportation Design
____5. Field Engineering
____6. Infrastructure Management
____7. Underground Collections
____8. Park Department
____9. Surface Drainage
____10. River Parks Authority
____11. Local County Agency
____12. Facilities Maintenance
____13. Telecommunications (Voice and Data)

R. Release Letter

____1. Utility Coordinator
____2. Right-of-Way Section Manager

S. Permits

____1. Building Permits
____2. Corp of Engineers
____3. Levee Authority
____4. Railroad
____5. SP3
____6. ODOT
____7. Turnpike Authority
____8. ODEQ