



CITY OF WESTERVILLE
Department of Planning and Development
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Shop Drawing and Submittal Requirements

The Applicant/Developer/Consultant/Contractor shall submit to the City Engineering Division Shop Drawings and or Submittals on all public improvement items/materials that will be left on-site after construction.

When submitting to the City Engineering Division, each public improvement Shop Drawing and or Submittal shall bear the Consulting Design Engineer's written certification that the Consulting Design Engineer has reviewed, checked, and approved the Shop Drawings and or Submittal and that they are in conformance with the requirements of the Construction Documents.

The City Engineering Division will review all public improvement Shop Drawings and or Submittals for the limited purpose of checking conformance to the construction drawings.

The City Engineering Division disposition shall not relieve the Applicant/Developer/Consultant /Contractor of responsibility to complete the work according to the Construction Documents, including but not limited to, the accuracy and reliability of Shop Drawings and or Submittals furnished by the Applicant/Developer/Consultant/Contractor.

The Applicant/Developer/Consultant/Contractor is responsible for quantities and dimensions to be confirmed and correlated at the job; for information that pertains solely to the fabrication processes or techniques of construction; and for coordination of the work of all trades. The City Engineering Division acceptance of any shop drawing and or submittal shall not release the Applicant/Developer/Consultant/Contractor from responsibility for deviations from the construction drawings. The acceptance of any Shop Drawing and or Submittal which substantially deviates from the requirement of the Construction Documents will not be valid unless correspondingly documented in a revision.

Work requiring a Shop Drawing and or Submittal shall not begin until the Shop Drawing and or Submittals has been accepted by the City Engineering Division. A copy of each accepted Shop Drawing and or Submittal shall be kept in good order by the Contractor at the site and shall be available to the City and or the City's inspector.

Shop Drawings shall be submitted electronically to City staff and inspectors as determined in the City's Pre-Construction meeting.

Private improvement Shop Drawings shall not be included in the submissions to the City.