





## **Plans, Specifications, and Design Reports**

Three copies of plans and specifications, including any addenda (when issued), must be submitted for all projects. Three (3) copies of any design reports prepared for the project must also be submitted. All plans, specifications, addenda, and design reports must be prepared by a North Dakota registered professional engineer and be appropriately stamped and signed. The plans must be final (for construction purposes) and be of sufficient size to clearly show and facilitate review of all project features (11" X 17" or greater size is preferred). **At least one set of the plans must be 11" X 17" in size.**

Complete contact information must be provided for the engineering firm and project engineer. This includes the name of the firm and the project engineer's name, address, telephone number (and extension, if applicable), fax number, and e-mail address (not required but desired for communication purposes). The project engineer will be considered the engineer of record and the technical contact for the project. Therefore, the project engineer should be the same individual that prepared, or assisted in the preparation of, the plans, specifications, and any design reports for the project.

The detail and complexity of design reports will depend on the scope of the project. A more extensive report will be required for a new system with its own water supply and/or wastewater system. For such a project, the design report must include sufficient information to enable evaluation of the design.

## **Information Submittal and Other Resources**

Submit information to: Division of Municipal Facilities, 918 E. Divide Avenue, Bismarck, ND 58501-1947. Questions may be directed to the division at 701.328.5211. Additional information pertaining to water supply and wastewater projects may be found on the Department's website under Plans and Specifications Review at <http://www.deq.nd.gov/EHS/MF/PlanSpec>.