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.


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
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
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
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