



**DORCHESTER COUNTY**  
**PUBLIC WORKS DEPARTMENT**  
**PRE-CONSTRUCTION REQUIREMENTS (RESIDENTIAL/NON-RESIDENTIAL)**

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*Fill in all applicable information in this form. Acknowledge all other items by checking the corresponding box next to each item. Upload completed form to Evolve under existing project.*

**Pre-construction requirements for both residential and non-residential projects**

Pre-construction meeting information:

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Project site address: \_\_\_\_\_

Pre-construction address (if different from above): \_\_\_\_\_

Evolve project number: \_\_\_\_\_

- Proof rolls and pre-cons shall be scheduled between 09:30-11:30 (M) or 08:00 – 11:30 (T – TH)
- Ensure Planning & Zoning and Public Works have stamped plans prior to scheduling pre-con.
- Provide a copy of sign in sheet, pre-con minutes, contact sheet, and construction schedule including start date (to be emailed after meeting). Also upload documents to Evolve under the original project submittal.**
- Follow the construction sequence per the plans. Deviations from the plans shall result in a stop work order.
- Provide construction schedule at pre-con (or when one is determined).
- Reminder to follow through with all waiver requirements such as submerged pipe installation.
- All wetland and wetland buffer stakes shall remain in place until closeout.
- Install SWPPP box within 7 days following pre-con.
- Any changes to plans during construction shall be approved by Public Works/SCDHEC and determined to be field modifications or major modifications which will require a new submittal and review.
- BMP repair shall be complete within 7 days of written notice, and within 48 hours for repeat occurrences.
- 48-hour notice is required prior to the following: drainage pipe installation, proof rolls, asphalt installation, or any other applicable inspections
- Closeout:
  - a. 100% road and drainage infrastructure shall be installed
  - b. Application filled out and signed
  - c. As-Built (1 full-size, 1 half-size, PDF and CAD files)
  - d. E.O.R. certification of proper installation

**Additional pre-construction requirements for residential projects**

- Drain-pipe will require 6" minimum lift of rock and wrapped joints, 15" diameter pipe minimum.



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- \_\_\_ Notification for subgrade inspection prior to installation of subbase fill.
- \_\_\_ Contractor shall conduct a passing proof roll prior to Dorchester County's inspection.
- \_\_\_ Contractor shall provide the following QA/QC for all road construction (including private):
  - a. Subgrade (request inspection prior to installation of fill material)
    - Monitor for evidence of unacceptability (e.g. excessive wet areas, high or low spots, ruts, muck, loose or segregated material, stumps etc.).
    - Ensure absence of roots, stumps, and other organic material.
  - b. Subbase (Proof #1)
    - Verification of material used (load ticket)
    - Verification of grade and drainage
    - Verification of thickness and width
    - Proof roll
    - Quality control test with reports
  - c. Base (Proof #2)
    - Verification of material used (load ticket)
    - Verification of grade and drainage
    - Underdrains
    - Ensure installation behind 100% of curbs
    - Location of underdrains shown on as built
    - Verification of thickness and width
    - Proof roll
    - Quality control test with reports
  - d. Surface (Asphalt)
    - Density test with reports
    - Verification of grade and drainage
    - Verification of thickness and width (use asphalt gauge)
    - Plant verification of asphalt mix
    - Temperature of asphalt on site when placed (use thermometer on trucks)
- \_\_\_ **A proof roll report shall be emailed to all DCPW representatives present at the proof roll. Proof roll report shall also be uploaded to Evolve under the original project submittal**
- \_\_\_ Re-inspection fee for any reason is \$150
- \_\_\_ Final Plat - A minimum of 75% of infrastructure improvements must be installed prior to submitting the application for Final Plat. One performance bond and one maintenance bond shall be submitted with the application. The performance bond is required for 150% of the cost to complete the improvements, including sidewalks. The maintenance bond is required for 25% of the total cost of the roads and drainage improvements, including sidewalks. Bond estimates shall be on engineering letterhead, stamped, signed, and dated by a Professional Engineer registered in the state of South



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Carolina. The bond estimates need to be approved before submitting the bonds to Planning & Zoning.

- Road Maintenance Acceptance Application (RMAA)
  - a. Road Maintenance Acceptance Application (filled out and signed)
  - b. Maintenance bonds must be in place with Planning and Zoning
  - c. Copy of Final Plat
  - d. As-built (1-Full size, 1-Half size, .pdf and .dwg files)
  - e. Color video of stormwater pipe in high-resolution digital format (submitted prior to initial and final inspection requests). Video shall be reviewed by an SC Professional Engineer and stamped report provided. Full requirements can be found in the Stormwater Management Design Manual and requested from Public Works.
    - i. NASSCO Certified
    - ii. Punchlist provided
    - iii. Camera shall be centered both horizontally and vertically in pipe
    - iv. Must move at a speed that provides a clear image
    - v. Provide laser micrometer with known measurement
    - vi. Stop at 90 degrees to all pipe joints with 360-degree continuous rotation
    - vii. Video shall not be performed until total stabilization has been achieved