

Madison County Regional Office of Education 41 CONSTRUCTION PROJECT CHECKLIST

SCHOOL/DISTRICT NO. _____ CONFERENCE DATE _____

PROJECT NO. _____

PROJECT DESCRIPTION _____

DATE SUBMITTED	PROJECT ITEMS	REQUIREMENTS
	Building Application (36-10)	- seal/signature/date – ½ size - fill out/date “Type of Document”
	Plan Review Statements (36-11)	- seal/signature/date
	Confirmation of Plan Review Records (36-35)	- seal/signature/date
	Plan Review Records	- Applicable IBC Code
	Sprinkler Technical Submission	- seal/signature/date
	CD (PDF or DWG - Read only)	- Building plans, sprinkler plans, FA
	Soil Boring	- received by ROE
	Plans & Specs Regional Office	- received by ROE
	Plans & Specs Fire Department	- acknowledged PPby Department
	Plans & Specs Building Department	- acknowledged by Department
	Letters: Pre-Fire Department	- letter sent
	Pre-County Health (Food)	- letter sent
	Pre-IDPH Health (Plumb)	- letter sent
	Regional Supt. Approval (36-13)	- signed
	PERMIT NUMBER (#)	- copy sent to Fire Dept. on _____
ALL THE FOLLOWING MUST BE COMPLETED / SUBMITTED PRIOR TO WALK-THRU DATE		
	Above Ceiling Visit by ROE	-scheduled _____ completed _____
	Letters: Post Fire Department	- letter sent
	Post County Health (Food)	- letter sent
	Post-IDPH Health (Plumb)	- letter sent
	Inspection Statements (36-36)	- completed and signed
	Called Inspection Records	- completed and signed
	Confirmation of Called Inspection Records (36-37)	- completed and signed
	CERTIFICATES	DATE SUBMITTED
	Bleacher(s)	Air-Quality Testing
	P.A. System	Safety Reference Plans
	F.A. Detection	Local Health Approval
	Sprinkler	State Health Approval
	Occupancy Application (36-15)	- seal/signature/date
	Occupancy Walk Through by ROE	-scheduled _____ completed _____
	Partial Occupancy Issued (36-17)	- issued if not in full compliance
	Temp. Facility Occupancy (36-30)	- issued if not in full compliance
	Full Occupancy Issued (36-16)	- issued upon full compliance

SPECIAL CONSIDERATION(S) _____

FIRM/ARCHITECT: _____ PHONE: _____

CONTACT PERSON: _____ PHONE: _____