

Contract Document Submission Checklist

Tenant Name _____

Facility/ @WUjcb _____

Project _____

TAA Number _____

Instructions

Use this Checklist to be sure all of the required documents are submitted to the PA as part of the Contract Document Submission. Incomplete submissions could result in disapproval or delays.

The package is submitted to the Tenant Coordinator.

Documents to be Submitted

1. TAA Application Form (PA 531)
2. A/EOR Declaration with TAA Form
3.
 - a. Design Documents (includes all drawings, calculations, specifications, and other documentation which are signed and sealed by the A/EOR)
 - b. Mechanical and Electrical system loads and other utility supply and service requirements (as applicable)
 - c. Catalog cuts for equipment in food establishments (as applicable)
4. Document List (in PA Format) – includes list of all documents being submitted as part of the package
5. List of Special Inspections
6. Sustainable Design Documentation (as applicable)
7. Asbestos Certification Forms and Documentation PA 3677, PA 3678 or PA 3679
8. Phasing Plan (as applicable)
9. Tenant Alteration Application Fees (as applicable)
10. M/WBE Plan (draft, if not finalized)

Notes