



Shop Drawing Procedures for Precast Structures and Modular Block Retaining Walls

PDS

Engineering Services Division

Policy # 1-02

For privately funded projects that will be maintained by the City, it is City of Overland Park's policy to require shop drawings for all precast structures and some modular block retaining walls. The shop drawings are required for quality assurance, reference during construction and for future reference during repairs, alterations, or other City maintenance activities.

Precast Concrete Structures

1. When Shop Drawings Are Required. Shop drawings shall be submitted to Engineering Services for all precast structures to be maintained by the City in the future.
2. Prior to submittal to the City:
 - A. Manufacturer's Certification. Shop drawings are certified by the manufacturer to be in conformance with the project plans and specifications including conformance with all material specifications.
 - B. Developer Engineer's Review. The manufacturer submits the shop drawings to the developer's engineer who will check the shop drawings for conformance with the project plans and specifications.
 - C. Developer's Engineer Certification. The developer's engineer will certify that they have reviewed the shop drawings and are in conformance with the approved plans and specifications for the project.
3. Submittal Deadline. Seven or more days before the first installation of a precast structure that requires a submittal, the developer's engineer will submit the reviewed shop drawings, along with the manufacturer's certification, to the City of Overland Park, Engineering Services.
4. City Process. The City does not plan to routinely review the shop drawings for privately funded projects, but reserves the right to review the shop drawings and inform the developer's engineer of any necessary changes. If the City has comments on the shop drawings, a response shall be made to the developer's

engineer within five working days after the receipt of the shop drawings. In either case, a letter will be mailed to the shop drawing applicant, authorizing the contractor to proceed with construction.

5. When P.E. Seal Required. If shop drawings are required to be submitted as a result of proposed field modifications of a precast structure, a registered professional engineer shall seal those shop drawings prior to submittal to the City. See Policy # 1-02 "Shop Drawing Procedures for Precast Structures and Modular Block Retaining Walls."

Modular Block Retaining Walls

1. When Shop Drawings Are Required. If requested by Engineering Services, shop drawings shall be submitted for modular block retaining walls greater than four feet in height whether privately or publicly maintained.
2. Prior to submittal to the City:
 - A. Manufacturer's Certification and P.E. Seal. Shop drawings are certified by the manufacturer to be in conformance with the project plans and specifications including conformance with all material specifications. The shop drawings must include appropriate structural analysis (calculations) of the wall and be sealed by a registered professional engineer.
 - B. Developer Engineer's or Architect's Review. The manufacturer submits the shop drawings to the developer's engineer and/or architect who will check the shop drawings for conformance with the project plans and specifications.
 - C. Developer's Engineer or Architect Certification. The developer's engineer and/or architect will certify that the shop drawings have been reviewed and are in conformance with the approved project plans and specifications.
3. Submittal Deadline. As specified by the plan review engineer during construction plan review; the developer's engineer and/or architect will submit the reviewed shop drawings, along with the Manufacturer's certification, to the City of Overland Park, Engineering Services.
4. City Process. As specified by the plan review engineer during construction plan review.

Other Submittals

Concrete mix designs shall be approved by the Johnson County Concrete Board (JCCB) prior to use in any publicly maintained structure.