

**SC State Housing Finance & Development Authority**  
**Tax Credit and Bond Development**  
**Drawing Analysis Checklist**  
**Form 4**

**NOTE: Please split plans in folders by item numbers 1-11 when uploading to Secure File Exchange.**

Project Name:

Contact Name:

Project Number:

Phone:

Email:

Address:

QAP Year:

Item no.	Description	Check Off
1	Architectural	
2	Structural	
3	Civil	
4	Mechanical	
5	Electrical	
6	Plumbing	
7	Landscaping (Can Submit with 75% Inspection)	
8	Development Site Lighting (Can Submit with 75% Inspection)	
9	Specifications	
10	Geotechnical Report	
11	Copy of Approved Waivers	
12	Plans are a full size 24" x 36" electronic version of the FINAL plans and specifications.	
13	Plans include and incorporate all Mandatory and Optional Design Criteria into the plans.	
14	Plans are 100% complete, sealed by the appropriate professional and marked released for construction. (Landscaping and Development Site Lighting plans may be preliminary plans.)	
15	Accessibility, Energy Star and Sustainable Building reports and/or reviews and checklist must be signed and/or sealed by the Engineer or Consultant that completed the plan, design, review and checklist.	
16	Other:	

**\*\*\*Once Plans are Approved any Changes Must Be Approved by SCSHA\*\*\***

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_

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