

Engineering Plan Submittals

[Drinking Water Projects](#)

[Wastewater Projects](#)

Submittal Checklist:

1. Gather all documents and payment method (credit card or e-check):
 - Cover letter.
 - Approval letter from owner.
 - Drawings as a separate single searchable PDF, legible when printed on 11x17 inch paper.
 - Specifications as a separate searchable PDF.
 - Engineering report or calculations as a separate single searchable PDF.
 - Ensure that all drawings, specifications, engineering reports, and calculations are sealed by an engineer licensed in Tennessee.
2. [MyTDEC Forms – Engineering Services](#)
 - Click the link above, then “Begin Form Entry.” You will need to register for an account.
3. Complete all sections of the Form and upload files.
4. Electronic payment is required to complete the submittal.
 - Fee Reference Sheets:
 - [Drinking Water Projects](#)
 - [Wastewater Projects](#)
 - Users can share submittals with another person to submit payment.
 - Open the Submission Overview page.
 - Click the “Share With...” button or the “Manage Shared Access” button.
 - Type in the email address of the user you wish to grant access to the form and indicate if the user will be allowed to add or remove other users from the submission. Then select the “Add” button.
 - The system will then verify that the user exists and will prompt you to confirm the selection.
 - Click the “Confirm” button to approve the user. After approval, the user will display in the authorized users list. After adding the user, they will be sent an email with instructions on how to access the submission.
 - Click the “Done” button to return to the submission.