



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ROADWAY DESIGN DIVISION
SUITE 1300 JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-3848
(615) 741-2221

JOHN C. SCHROER
COMMISSIONER

BILL HASLAM
GOVERNOR

INSTRUCTIONAL BULLETIN NO. 13-14

Regarding Construction Plans Submittals

PURPOSE: This Instructional Bulletin is to update the distribution list for construction plan turn-ins

Effective immediately, Section 4-140.00 is revised as highlighted.

4-140.00 SUBMITTAL OF CONSTRUCTION PROJECT PLANS

Final sealed and signed construction plans shall be posted onto FileNet and the Construction Plans Transmittal Letter (see Figure 4-8) shall be emailed to Eplans.turnin.TDOT@tn.gov and CC the transmittal notice to the Director of Roadway Design Division*, the Director's Administrative Secretary*, and the appropriate Regional Director of Project Development*. (See Table 3-6 for notification to be sent to Environmental Division). For projects involving railroads shall also copy the Railroad Coordinator on the transmittal notice. For projects with oversight from a project manager, CC the transmittal notice to the individual project manager working on the project.

A copy of the Right-of-Way Title Sheet and construction plans transmittal letter shall also be attached at the front of the pdf.

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, "Construction Turn-in"

If the project includes grading quantities, a pdf copy of the grading quantity calculation sheets will be emailed to Eplans.turnin.TDOT@tn.gov.

*For email addresses see:

http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/DGpdf/contact_list.pdf


Carolyn Stonecipher, PE
Civil Engineering Director
Design Division

6-19-13
CS:MWC