



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**ROADWAY DESIGN DIVISION**  
SUITE 1300 JAMES K. POLK BUILDING  
505 DEADERICK STREET  
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**JOHN C. SCHROER**  
COMMISSIONER

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**INSTRUCTIONAL BULLETIN NO. 14-12**

**Regarding Construction Turn-in Distribution**

**Effective immediately**, section 4-140.00 is revised as attached IB 14-12

**PURPOSE:** This Instructional Bulletin is intended to assist the Estimating Section in evaluating plans. Also to add an email notification to Quality Assurance and remove email notifications to the Roadway Design Director and secretary.

**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](mailto:Eplans.turnin.TDOT@tn.gov), [TDOT.EstimatingOffice@tn.gov](mailto:TDOT.EstimatingOffice@tn.gov), and CC the transmittal notice to [TDOT.QualityAssurance@tn.gov](mailto:TDOT.QualityAssurance@tn.gov) 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.

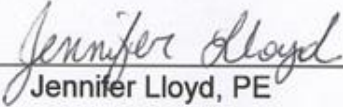
A copy of the Right-of-Way Title Sheet and construction plans transmittal letter shall also be attached at the front of the pdf.

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](mailto: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](http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/DGpdf/contact_list.pdf)

  
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