

Sign Requisition Process for Division Designed Project

1. Ground mounted signs are to be field verified prior to requesting Signing and Delineation Unit (SDU) to order state furnished signs.
2. Field verification of ground mounted signs shall be documented as a construction revision and sealed by appropriate Private Engineering Firm (PEF) or General Engineer Consultant. Ensure any construction revisions for signing are scoped within the estimate with Private Engineer firm.
3. If signs are requested without field verification, the signing contractor will be required to field drill signs. The contractor will be liable for any damages due to field preparations for erecting the sign panels.
4. Field verification information is listed in the NCDOT construction manual <https://connect.ncdot.gov/projects/construction/Pages/ConstMan.aspx?Order=CM-19-000#VERIFICATION%20OF%20GROUND%20MOUNTED%20SIGNS>.
5. As indicated in NCDOT Standard Specifications for Roads and Structures Section 901 (B) Confirm in writing at least 4 months in advance, the actual date the Department furnished signs will be required. This confirmation is from construction contractor.
6. The following information is required to complete a signing requisition:
 - a. Most recent sealed signing plans.
 - b. Resident Engineer address, cost center and WBS #
 - c. Written notification from contractor with request date of signs
 - d. Individual 8"X 11"PDF of Sign detail. Bunn Sign plant requires individual sign sheet in order to manufacture sign.
7. If the signing plans are not reviewed by the SDU, a memo with the following statement will be attached to the requisition: "The attached signing requisition was completed per Division request without Signing and Delineation (SDU) review of signing/ delineation plans. Any errors or subsequent costs associated with oversights requiring sign, structure, or delineation modifications shall be the responsibility of Engineer of record and/or General Engineer Consultant (GEC) for the project's Signing and Delineation plans."