



DIVISION OF PERMITS AND INSPECTIONS

**AS-BUILT CHECKLIST
S-3 INFRASTRUCTURE CONSTRUCTION PLANS**

Shaded areas for County use only.

AS-BUILT SUBMITAL

DATE: _____

COUNTY PLAN NAME: _____

COUNTY PLAN FILE NUMBERS: _____

DESIGN FIRM: _____

CERTIFYING ENGINEER: _____

COUNTY AS-BUILT APPROVAL:

MARYLAND REGISTRATION NO. _____

INSTRUCTIONS: To be completed by the certifying engineer. The as-built submittal must include this checklist, a complete set of the as-built plans and any pertinent report/logs relative to the construction of the SWM facility, as well as associated fees. This checklist contains a list of items required and does not relieve the certifying engineer of completing a review according to good engineering practices. All items are expected to be addressed in the first submittal and failure to do so will result in a less than full review.

I. SUBMISSION DOCUMENTS/METHODS:

A. 1st Review:

1. Two (2) folded copy sets of the Original Approval Plans redlined – (24"x36" max. paper size) _____
2. One (1) bound copy of all 3rd Party Inspection Reports with PE seal and signature. _____
3. Minimum Font size shall be a 10 _____
4. Drawings shall not be cluttered and unreadable. _____

B. Final Approval:

1. Two (2) folded copy sets of Original Approved plans redlined with PE seal and signature. _____
2. A CD of plans redlined. .PDF or .Dwg format (acceptable version to the County) with a minimum of three Maryland State Plane NAD 83(ft) x, y coordinates, verifying statement with name and registration of verifying Engineer. _____

C. Methods:

1. The minimum information shall be shown in Red on the print copy with "As-Built" in the lower right corner of each sheet. All information to be shown on approved plans. _____
2. A check mark (√) shall be made beside design values if they were actually constructed values. For changed values, line out the design value and enter the actual value. _____
3. Elevations to the nearest 0.1' are sufficient. _____

II. INFRASTRUCTURE

A. PLAN AND PROFILE VIEW SHEETS

1. Road sections (including sidewalk, curb & roadside ditches). _____
2. Edge of pavement denoted. Edge of shoulder denoted where applicable. _____
3. Show intersection taper dimensions, cul-de-sacs with radius. _____
4. Show beginning and end of road construction by stations. Stationing shall begin at the centerline of the intersecting road. _____
5. Cross-sections every 100' minimum or as directed by the Division of Engineering. _____
6. Show all curb fillet radii, as well as fillet PC and PT elevations and stationing. _____
7. Show tee or y-turnaround and dimensions at terminus of the street with barricade denoted. _____
8. Show and label sidewalks and dimension. _____
9. Location, size & inverts of culverts. Including all cross culverts and driveway culverts. _____
10. Location, size and type of all structure (ie. Inlets, endwalls, manholes, retaining walls, end sections & outlet structures). _____
11. Spot elevations at intersections and where drainage is an issue. _____
12. Location of all street and regulatory signs. Striping and markings denoted. _____
13. Location, size, thickness, of rip-rap inlet and outlet protection. _____
14. Type, size, and location of swale slope and bottom stabilization material. Location, size, elevation and material of check dams. _____
15. Sections and locations at 100' showing top & toe of slope for ditches away from the road (all storm). _____
16. Swales leading to public drainage structures denoted with slope and dimensions. _____
17. Significant discrepancies between the as-built and design drawings shall be highlighted in a manner that is clean and legible. _____
18. Report identifies items not in conformance with approved plans. Design computations are required to be submitted by and signed and sealed by a Maryland registered professional engineer for any changes to infrastructure dimensions, elevations and locations. _____
19. Provide as-built and design elevations on roadway profile sheet. _____
20. All storm drain structures and pipes shall be shown on profile sheets with as-built slope, length, material, size & inverts. _____

III. ADDITIONAL COMMENTS:

1. Check if additional comments have been attached. _____

Division of Permits and Inspections
S-3 AS-BUILT CHECKLIST

Prepared by: _____
Name (signed) Company Date

Developer: _____
Name (printed) Registration Number Telephone
Telephone