



AS-BUILT PLAN REQUIRED INFORMATION CHECKLIST

As-built plans are required on all completed development projects except those only requiring minor site plans. As-built plans are required to be prepared and certified by a registered land surveyor or professional engineer. Final inspections will not be conducted until the as-built plans have been submitted to the Departments of Planning/Development, Electric, and Watershed Management including GIS for approval. Any discrepancies with the as-built plans must be corrected and approved before the Certificate of Occupancy is granted.

The following information shall be included on the plans:

GENERAL

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| <input type="checkbox"/> Buildings
<input type="checkbox"/> Easements

<input type="checkbox"/> Impervious Areas
<input type="checkbox"/> Parcel Lines
<input type="checkbox"/> Tie-in's | <ul style="list-style-type: none"> • Footprint of all new buildings and structures drawn • Cover sheet is required to show the deed book and page number(s) for all recorded easements for: access, electric, stormwater, water, wastewater and/or subdivision plats • Drawn with total area measurements given in sq. ft. • Entire property line drawn as recorded • Show all tie-ins to existing electric, stormwater, water, and wastewater |
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ELECTRIC

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| <input type="checkbox"/> Cust. Owned Lighting
<input type="checkbox"/> Cust. Owned Signs
<input type="checkbox"/> Metering Point
<input type="checkbox"/> Service Lines
<input type="checkbox"/> Transformers | <ul style="list-style-type: none"> • Identify service line from structure to pole or device • Identify service line from structure to outside disconnect and any signs • Location of metering point • Size • Type • Location of all customer owned service lines • Location of transformer / pad |
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STORMWATER

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| <input type="checkbox"/> Ditches / Swales
<input type="checkbox"/> Head Walls
<input type="checkbox"/> Inlets
<input type="checkbox"/> Junction Boxes
<input type="checkbox"/> Outlet Structures
<input type="checkbox"/> Pipes
<input type="checkbox"/> Structural BMP's | <ul style="list-style-type: none"> • Spot elevations showing inverts in dedicated drainage easements • Top Elevation • Invert In / Out • Type (Drop, Catch, Hooded) • Top Elevation • Invert In / Out • Top Elevation • Invert In / Out • Top Elevation • Invert In / Out • Pipe Material • Pipe Diameter • Type (Bioretention, Dry Detention, Dry Extended Detention, Infiltration Practice, Multi-Purpose Detention, Porous Asphalt, Proprietary System, Rain Garden, Sand Filter, Pond, Wetland, Underground Detention, etc.) • Topography on stormwater detention basins and verification of storage volumes using (2 foot contours) • Detailed as-built information for specially designed drainage and stormwater management structures |
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WATER

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| <input type="checkbox"/> Backflow Devices | • Type | |
| <input type="checkbox"/> Hydrants | | |
| <input type="checkbox"/> Mains | • Pipe Material | • Pipe Diameter |
| <input type="checkbox"/> Meters | • Type | • Size |
| <input type="checkbox"/> Service Lines | • Pipe Material | • Pipe Diameter |
| <input type="checkbox"/> Valves | • Type | • Size |

WASTEWATER

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| <input type="checkbox"/> Clean Outs | | |
| <input type="checkbox"/> Gravity/Force Mains | • Pipe Material | • Pipe Diameter |
| <input type="checkbox"/> Grease Traps | • Capacity | |
| <input type="checkbox"/> Lateral Lines | • Pipe Material | • Pipe Diameter |
| <input type="checkbox"/> Lift Stations | | |
| <input type="checkbox"/> Manholes | • Top Elevation | • Invert In / Out |

OTHER

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| <input type="checkbox"/> Graphic Scale | • In feet |
| <input type="checkbox"/> Legend | • Showing all symbology represented in the drawing |
| <input type="checkbox"/> Circle In Red | • Any changes from the approved construction plans must be indicated by circling the change in red |

DIGITAL AS-BUILTS

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| <input type="checkbox"/> Formats | <ul style="list-style-type: none">• An Adobe .pdf document with individual pages for each utility (Electric, Stormwater, Water, and Wastewater) should be created and submitted.• A separate file for each utility (Electric, Stormwater, Water, and Wastewater) should be created and submitted in one of the following formats:
AutoCAD .dwg or .dxf files ESRI GIS "shape" files ESRI GIS "geodatabase" files• For computer file format questions please contact Brian Haynes at 770-412-9950 or by email at: bhaynes@cityofgriffin.com |
| <input type="checkbox"/> Coordinates | <ul style="list-style-type: none">• Digital as-built data must be in the City of Griffin's coordinate system, which is West Georgia State Plane Coordinate System (NAD83), and the vertical datum must be NAVD88 (North American Vertical Datum of 1988).• The City of Griffin has a survey monument system for reference in the above coordinate system available for contractors to tie in to. Any information regarding the City of Griffin's monuments can be accessed by visiting: http://www.cityofgriffin.com/Departments/PublicWorks/GIS/ControlPointMonuments.aspx |

STATEMENTS

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| <input type="checkbox"/> Statement | <ul style="list-style-type: none">• The following statement certifying compliance of the site to approved plans and conformance of any revisions, to all applicable standards.

<i>"This physical survey has been reviewed, and in my professional opinion, based upon my knowledge, information, and belief, the design elements measured by the physical survey comply with the approved plans. This review does not imply in any way that (i) inspections were made during the construction, (ii) to the quality of the work, or (iii) to any element of structure not visible or depicted on the physical survey."</i> |
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