



*Mark Wedemeyer, Director*

**To:** MBIA, Review Agencies and the General Public

**From:** Raghavenderrao Badami, PE, Assistant Director

**Subject:** Updated As-built Checklist version 04/2024

**Date:** June 10, 2024

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## **Background**

County Code (§ 16-4-302 and 16-3-305) requires that when construction is complete, the applicant shall submit to the Department of Inspections and Permits (I&P) as-built plans and an as-built certification prepared by a design professional. At a minimum, the as-built certification shall include a set of drawings comparing what was constructed to the approved stormwater management plan and shall meet the latest as-built submittal requirements set by the Department.

This memo also serves to reinforce that County Code §16-4-301 requires that a developer shall notify I&P at least 48 hours before commencing work and on completion of any work in conjunction with the stormwater management plan. County Code also requires that during construction, I&P require documentation of regular inspections, at a minimum, at each stage of construction; current as Built checklists do not provide guidance to the developer/applicant on these inspections and how to document them in a consistent manner for all projects.

## **Purpose**

I&P is providing an updated as-built checklist version 06/2024 - This checklist will help provide consistent guidance to all involved in the construction and as-builts of development projects, streamline review/approval and security release and help add efficiencies to the overall process. The updated checklist provides clarification and guidance in preparation, submittal, and procedures related to as-builts.

By streamlining the as-built checklists including adding pre-built walk, documentation required at various stages of construction, intake/review with the inspector prior to accepting the as-built submittal, I&P anticipates achieving greater efficiency and help improve review turnaround times. With the updated checklists and once the process is fully implemented, the Department hopes to provide standard review turnaround times for grading security releases.

Updated As-built Checklist version 04/2024 can be found at <https://www.aacounty.org/sites/default/files/2023-03/GradingAsBuiltCheck.pdf>.

Updated As-built Checklist version 04/2024

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### **Timing and Applicability**

I&P strongly recommends the use of the updated checklist for all projects that did not submit as-builts prior to the date of this memo; however, the below timing and applicability may be used if needed.

#### **Single (Lot) Family Grading permits:**

- New and major revisions accepted for review and grading permit that has not been issued as of the date of this memo (06/10/2024).
- For released grading permits and projects currently under construction, use updated checklists if pre-as-built walk-through did not occur prior to June 10, 2024.

#### **For projects other than Single (Lot) Family Grading Permits:**

- New and major revisions accepted for review and grading permit that has not been issued as of the date of this memo (06/10/2024).
- For released grading permits and projects currently under construction, use updated checklists if pre-as-built walk-through did not occur prior to September 01, 2024.

Any questions regarding as-builts should be coordinated with the County inspector and the grading supervisor.