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NOTICE

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Department of Inspections and Permits

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Mark R. Wedemeyer Director

Anne Arundel County Department of Inspections and Permits Announces Updated As-Built Checklist

The Anne Arundel County Department of Inspections and Permits has published an updated as-built checklist for completed construction projects.

County Code requires an applicant submit as-built plans and an as-built certification prepared by a design professional, to the Department of Inspections and Permits upon the completion of development projects.

The streamlined checklist will help provide consistent guidance to all parties involved in the construction of development projects and improve efficiency for the overall process and grading security releases.

The [updated checklist](#) will go into effect as of the date of the [guidance memo](#).

For more information, please contact Samantha McAllister, Code Administrator, 410-222-7964 or ipmcal24@aacounty.org.

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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

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

June 10, 2024

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.



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Grading Plan As-built Checklist (Version 04/2024)

Notes:

1. You must schedule an appointment with the inspector to submit the project as-built package. The checklist includes minimum items required; as-built package will be reviewed for completeness only, at that time. If all items are included, the inspector will accept the package. As-built packages **may not** be dropped off without meeting with the inspector.
2. A pre as-built submittal walk through should be conducted for all projects. The County Inspector, contractor, and anyone else who may be deemed necessary, such as the engineer of record shall attend the walk through. All punch list items generated from the walk through must be addressed prior to the Grading Plan As-built submittal.
3. One (1) full paper set of folded Grading Plan As-Built Plans (full size color .pdf file) along with one (1) Flash Drive (tagged with the Grading Permit #) must be included.
4. As-built plans must be on the most recently approved Anne Arundel Soil Conservation District (AASCD) Plan.
5. Stormwater Warranty Agreement and supporting information must be included, if applicable.
6. All fines, outstanding fees, and permit renewal/extension fees paid. (The Grading Permit must be active.)
7. All other permits on/or associated with the overall property/site/subdivision, such as but not limited to monument signs, retaining walls, fountains, Public Work Agreements (PWAs), forestation/reforestation, etc. must be completed and closed or canceled.

Grading Permit #: _____ **Tax Account #:** _____

Project Name: _____

Permit Address: _____

Stormwater Management: YES or NO (circle one)

Stormwater Warranty Applies: YES or NO (circle one)

Number of Stormwater Facilities Approved: _____

Number of Stormwater Facilities Constructed: _____ (Explain if different¹ from approved plans)

The as-built package must include the following **minimum** information:

1. A written request for the release of the Grading Security, which includes the current mailing address, telephone number, Grading Permit Number, and email contact information (of the entity that obtained the security) for the release of the Certificate of Completion. The approved Grading Permit Plan set, Stormwater Management Report, and associated information (drainage area maps, Geotech Report, calculations, etc.). If plan revisions/changes were made (including redlines and field changes) were approved, include that documentation and reconcile them with the as-built plans. Explain the plan

¹ If submitting as-builts for a phased project, it should be discussed with the County Inspector and supervisor ahead of time.

revisions/changes (including redlines and field changes) in a letter to be included within the as-built package.

2. Any change(s) to the stormwater management must be noted **in red** on the as-built plans and be reflected **in red** in the computations within the SWM Report.
3. A red checkmark (✓) must only be used on Best Management Practice (BMP) installed exactly per the most recently approved AASCD Plan. Any field revised redline plan changes must also be included/reflected on the as-built plans.
4. A Stormwater Management Construction Inspection Checklist (BMP Group Construction Inspection Checklists from the [I&P Forms & Publications webpage](#)) must be completed for each and every facility. Each line of the remarks section of the construction inspection checklist must be filled out.
5. The [Stormwater Management Data Form](#) must be updated and completed for the as-built conditions on the drawings (Maintenance Responsibility, coordinates, drainage areas, and facility volumes, surface area columns for each device being completed).
6. All Stormwater Management (SWM) construction photos with dates and labels referencing the device type and device number, such as Rain Garden #1, Rain Garden #2, etc. at a minimum, as per the Anne Arundel County Stormwater Management Practices and Procedures Manual (see [Chapter 10 Construction Inspections](#)). The photos shall cover the below stages of construction² at a minimum, as applicable:
 - Excavated bottom of facility (showing the subgrade) and sides of the facility
 - After every layer of media/stone/sand, etc. is installed
 - Geotextile/filter fabric sides and top (if applicable)
 - Observation well(s)
 - Inlet pipe(s)
 - Underdrain(s)
 - Soil amendments (if required to be tilled into the soil for disconnections)
 - Any connection(s) leading to/from an outfall/storm drain system
 - Mulch/final permanent stabilized surface (sod)
 - Plantings, etc.
7. The in-situ soil conditions verification photos from stormwater device construction/installation. If in-situ soil conditions varied from approved plan, document, and provide explanation. Include redesign information and approval from the design engineer, engineer of record, and inspector or review engineer for plan revisions is required for any changes.
8. SWM facility media and material verification (receipts, tickets, etc.).
9. The photos verifying siting and suitability of soils (e.g., clay, sand, etc.), water table, perched water, etc. were in conformance with approved plans in the excavated area of the stormwater device(s).
10. Tops, inverts, grate elevations, weirs, ponding depths, surface areas, etc. elevations demonstrating minimum design storage volumes are met per [Article 16-3-305](#) and [16-4-302](#). (Elevations, shall verify storage volumes, and/or red checkmarks (✓) must be added next to the SWM Data Form and other SWM charts on the plans.)
11. For proprietary practice or alternative practices, verification and certification of installation from the manufacturer is required.

²These generally apply to micro practices and the list is not an exhaustive list to cover each and every type of practice (e.g., proprietary, manufactured practices)- coordinate with the inspector as needed. For ponds, use #13.

- 12. For Step Pool Stormwater Conveyance (SPSC) Systems, see Appendix D: Design Checklist of the [Design Guidelines for Step Pool Stormwater Conveyance \(SPSC\) Systems](#).
- 13. For ponds, use (<https://www.annearundelscd.org/wp-content/uploads/2023/11/AS-BUILT-Checklist-August-2022.pdf>)

Required Acknowledgement and Certification

The following Owner’s Acknowledgement Statement & SWM Engineer’s Certification—are examples—to be placed on the As-Built plan and filled out accordingly:

OWNER/PERMITTEE ACKNOWLEDGEMENT (To be added to the plans.)

“All grading, drainage, structures, and erosion and sediment control practices including facilities and vegetative measures have been completed in conformance with the approved plans.”

Owner/Permittee’s Name (Printed) Owner/Permittee’s Signature Date

ENGINEER CERTIFICATION (To be added to the plans.)

STORMWATER MANAGEMENT RECORD DRAWING CERTIFICATION

This certifies to the best of my professional belief and knowledge, the approved S.W.M. system(s) as shown hereon have been constructed in such a manner that would be consistent with the approved plans. Any changes/modifications are shown in RED.

_____ SEAL _____

Professional’s Name (Printed) Signature License Number Date

Note: 1. The acknowledgement and certification are for the plans only. Do not sign the Owner/Permittee Acknowledgement and Engineer Certification on this form. 2. Multiple Engineer Certifications can be added to the plans and signed. Notate what specific certification each professional is responsible.

POND CERTIFICATION

<https://www.annearundelscd.org/wp-content/uploads/2017/07/Pond-Design-Cert-As-Built-Cert.pdf>

PROJECT COMPLETION & AS-BUILT SUBMISSION AFFIDAVIT (for Small Ponds)

<https://www.annearundelscd.org/wp-content/uploads/2023/11/Project-Completion-As-Built-Affidavit-August-2023.pdf>

Responsible Party’s Signature: _____ Date: _____

Responsible Party’s Name Printed: _____

County Inspector (acceptance of Submittal) Date and Signature: _____