



As-Builts should be submitted at least two (2) weeks prior to expected acceptance. Incomplete and/or incorrect submittals may cause additional review cycles.

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_ Phase: \_\_\_\_\_

**1. Civil – Storm Water Management**

CSW Permit: \_\_\_\_\_

- a) Storm Event Inspection Report  N/A  Required  Received

**2. Civil – Grading and Drainage**

CGD Permit: \_\_\_\_\_ CLS Permit: \_\_\_\_\_

- a) Electronic Black Line, As-Built Plans  N/A  Required  Received
- b) Environmental Responsibility Form (Project Close Out)  N/A  Required  Received
- c) Dry Well Drilling Log (with map of dry wells)  N/A  Required  Received
- d) Engineer Certified Percolation Tests  N/A  Required  Received  
(If less than 10 feet of permeable material is shown in the Drilling Log, or dry wells are being eliminated from the approved plans)
- e) Slope Stability Report (for slopes greater than 1½:1)  N/A  Required  Received
- f) Retention Volumes Certified on As-Built Plans  N/A  Required  Received
- g) Stormwater Post-Construction Program Inventory Form  N/A  Required  Received

**3. Civil – Drainage Facilities, Concrete and Paving**

CDF Permit: \_\_\_\_\_ CCO Permit: \_\_\_\_\_ CPA Permit: \_\_\_\_\_

- a) Electronic Black Line, As-Built Plans  N/A  Required  Received
- b) Manhole Insecticide Certification  N/A  Required  Received
- c) Sewer Hydrovac Receipt  N/A  Required  Received
- d) Engineer Certified Manhole Vacuum Test (new MH)  N/A  Required  Received
- e) Engineer Certified Passing Holiday Test, “Spark Test”  N/A  Required  Received  
(All coated manholes per C.O.P. Supplements Section 626)
- f) Material Report  N/A  Required  Received

**As-Builts – Commonly Missed Items**

- a) Must have PDD plan review approval stamp and the original engineer’s seal.
- b) Must have seal, signature, and address of the person sealing the as-built drawing on the cover sheet and an as-built seal on each additional sheet (not required on detail sheets).
- c) Must be as-built on the latest approved set of plans.
- d) As-built grading and drainage and paving plans may be sealed by a Civil Engineer or a Registered Land Surveyor.
- e) As-built all top of footings and top of all retaining walls shown on the approved plan.
- f) As-built all retention basins and outfall elevations.

Comments: \_\_\_\_\_

Project Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Project Contact E-mail Address: \_\_\_\_\_

Project Inspector: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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**Grading, Drainage, and Paving**

- 1a. A storm event inspection report shall be written after each rain of .50" or greater in a 24-hour period, for the development, by the contractor listed on the CSW permit. The report should include verbiage to state that the contractor has inspected the site and it meets the approved Storm Water Management Plan. The report(s) should be submitted to the City of Phoenix Civil/Site Inspector at the end of the project. An example copy can be obtained from your Civil/Site Inspector.
- 2a. As-built record drawings for CGD permits should be provided to the Civil/Site inspector prior to the final walk through for the project, a minimum of two (2) weeks prior to expected acceptance of the as-builts, and prior to any requests for water meter release. They must be given in a complete package that includes any drilling logs, slope stability reports, percolation tests, etc. The as-built record drawings should have finish floor elevations, grate and invert elevations for catch basins and other drainage devices, retention volumes, retention bottoms and top of slopes, basin outfall elevations, extreme storm outfall, and random elevations at grade breaks and other areas to show direction of the flow. A Civil Engineer or a Registered Land Surveyor must sign and stamp the as-built certification on the cover sheet and seal each additional sheet of the record drawing. New elevations should be shown by boldly striking through the proposed number and placing the new number with AB beside it. All as-built record drawings shall be done in black ink and submitted as an electronic as-built on the latest approved set of plans.
- 2b. The "Environmental Responsibility and Certification for Projects Constructed by Private Developers (Project Close Out)" form is required for all projects that have an approved Grading and Drainage Plan. The "Environmental Responsibility and Certification for Projects Constructed by Private Developers (Project Close Out)" form is required to be signed and notarized by the owner or an authorized agent. A fillable copy of this form is located at: [Environmental Responsibility and Certification for Projects Constructed by Private Developers \(Project Close Out\) PDF](#)
- 2c. Dry well drilling Logs are provided by the drilling company. A map of where the dry wells were installed, that corresponds with the numbers on the drilling log, shall be provided. Dry well drilling logs should only show the dry wells for the phase(s) or parcel(s) being closed out.
- 2d. Engineer Certified Percolation Tests are required when 10 feet of permeable material is shown in the drilling log, or dry wells are eliminated from the approved plan because of percolation test results. If dry wells have been eliminated from the approved plans due to percolation test results, add as many sealed 24" X 36" sheets to the set of as-built record drawings to show the percolation test results that proved the dry wells could be eliminated and a sealed letter from the design engineer, that states that he/she has reviewed the percolation test results and concurs that the dry wells can be eliminated and the basins will drain within the required 36 hours.
- 2e. Slope stability reports are required if a slope is cut at 1.5:1 or steeper and shall be provided by a City of Phoenix approved private lab.
- 2f. Retention volumes are required to be certified by a Civil Engineer or a Registered Land Surveyor on the as-built record drawing. Deviations from the approved plan for configuration of the basins or depth of basins will be looked at on a case-by-case basis to ensure all City of Phoenix Storm Water policies are being met.
- 2g. The Stormwater Post-Construction Program Inventory Form (TRT 00090) is required for all projects closed out on or after July 1, 2021, with a Grading and Drainage Permit (CGD), and containing a post-construction control within the project boundaries. This information will be used to produce an inventory of permanent stormwater features and assess continued compliance with the Arizona Department of Environmental Quality's Municipal Separate Sewer System (MS4) Phase I Permit issued to the City of Phoenix. A fillable copy of the form is located at [Stormwater Post-Construction Program Inventory Form PDF](#)

- 3a. As-built record drawings are required to close out any paving, concrete and drainage facilities plans. The record drawings should be provided, in a complete package, to the Civil/Site Inspector prior to the final walk through for the project a minimum of two (2) weeks prior to expected acceptance of the as-builts and prior to any requests for water meter release. The package shall include manhole insecticide certification for all applicable manholes, sewer hydrovac (if necessary), engineer certified manhole vacuum test for all new manholes, and a materials report certified by a City of Phoenix approved lab. The as-built record drawing shall show all stationing and elevations to grade breaks, P.C.'s and P.T.'s and flow line elevations at all catch basins and other drainage devices. Offsets to the back of curb, sidewalks, easements and utilities should be given. Any approved field changes made should also be noted. New stationing and elevations shall be shown by boldly striking through the proposed number and placing the new number with AB beside it. All stationing and elevations that remain the same as in the proposed plan get an AB beside it. All as-built record drawings shall be done in black ink and submitted as an electronic as-built on the latest approved set of plans.
- 3b. Manhole insecticide certifications are needed for the final pavement adjustments to be signed off. The certification must show the proper ingredients being used for the insecticide coating from the manufacturer per the current City of Phoenix IFB Requirements Contract for Manhole Insecticide Application (COP Supplement to MAG section 627).
- 3c. Sewer hydrovac is required after the pavement adjustments have been completed for the sewer main, prior to acceptance by the City of Phoenix. A copy of the receipt from the company that provided the service would be adequate proof of the service being completed.
- 3d. Engineer Certified Manhole Vacuum Test Report is needed to sign off the pavement adjustments.
- 3e. Engineer Certified Holiday Test – “Spark Test”, special inspection required for all coated manholes per City of Phoenix Supplement Section 626. Western Technologies is the only lab approved by the manufacturer to perform this inspection. If a Holiday Test – “Spark Test” is performed on a manhole, a Manhole Vacuum Test Report is not required.
- 3f. A materials report will be required to have a proper cover sheet signed by the lab engineer, proctors, gradation, plasticity index, densities and compaction for all CPA, CCO and CDF permits over \$500. Electronic Material books are required with the minimum schedule of testing report included. Your City of Phoenix approved private lab will supply this. Materials testing outside the minimum schedule of testing, may be required on any permit at the inspector's discretion.

**IMPORTANT**

**100% of total trees and irrigation system must be installed and backfilled, street light poles must be installed and energized, street signs installed, all as-built plans, testing certificates, and lab reports submitted for review, all construction permits must be current, all streets and sidewalks must be clear from debris and all construction, prior to asking for a final walkthrough. Water meter distribution is at the discretion of the area supervisor.**