



## As Built Drawing Checklist

PROJECT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_ PHONE: \_\_\_\_\_

DESIGN ENGINEER: \_\_\_\_\_ PHONE: \_\_\_\_\_

**IF THIS IS A RE-SUBMITTAL:** Return the last redlined checklist and red lined copy of plans with new submittal set of plans

For reviewer use only:

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Iteration of Review (Initial, second, etc.): \_\_\_\_\_

Checklist marks to be interpreted as follows:

- OK     Revision Required/Provide     N/A Not Applicable     N/R Not Required
- ? Additional Information Required    (###) indicates section reference to Chamblee Unified Development Ordinance

### CHECKLIST OVERVIEW

This checklist was created to assist applicants seeking project closeout and a **Certificate of Occupancy (C.O.)** for a commercial project. This includes preparation and submittal of complete and code compliant record drawing plans for record review to the City of Chamblee. Commercial projects include: retail or office projects, single-family subdivisions, multi-family development and grading of one tenth (0.10) of an acre or greater. A final inspection of land development activity and improvements installed shall be required and approved by the City Engineer, following submission and review of the as-built package.

This page summarizes major components required for final submittal, with a comprehensive checklist contained in the pages that follow. **This checklist is specific to Chamblee civil work (site plan, storm drainage, etc.), and is not inclusive of other related building inspections, submittals, reviews, etc. that may be required from other City departments or jurisdictions.** All work must have been completed in conformance with an approved site plan and applicable City ordinances, codes and policies.

### Submittal Requirements for Record Drawing Review

1. \_\_\_\_\_ One (1) original annotated record drawing review checklist
2. \_\_\_\_\_ One (1) set of **engineer** signed and sealed, original approved Construction Drawings
3. \_\_\_\_\_ One (1) set of **surveyor** signed and sealed, record Construction Drawings  
*(NOTE: contractor's redlined field as-builts is NOT acceptable)*
4. \_\_\_\_\_ Record "as-built" hydrology study or hydrology certification letter from design engineer
5. \_\_\_\_\_ Record Drawing Review Fees
6. \_\_\_\_\_ Projects one acre or more; Submit notice of termination (NOT) per NPDES permit requirements;
7. \_\_\_\_\_ Copy of final erosion control inspection report

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**ENGINEERING: General Requirements for Record Construction Drawings**

1. Provide Original **City Stamped Approved Construction Drawings** according to the following:

\_\_\_\_\_ Maximum sheet size of 24"x 36"

\_\_\_\_\_ Plans at an acceptable scale: 1" = 20', 1" = 30', 1" = 40', 1" = 50', or 1" = 100'

\_\_\_\_\_ Plan set should be a copy of the city approved construction documents which contains the City stamp and any other agency stamps (similar to field copies that are required on site during construction)

2. Provide a **Sealed Survey**, to scale and include;

\_\_\_\_\_ Date of as-built survey;

\_\_\_\_\_ North arrow;

\_\_\_\_\_ Property lines, bearings and distances;

\_\_\_\_\_ Existing structures, where new work connects, noting their disposition.

3. Utility As built

\_\_\_\_\_ Include copies of all record documents submitted to and approved by DeKalb County

\_\_\_\_\_ Storm Drainage Systems:

\_\_\_\_\_ Inert & top elevations

\_\_\_\_\_ Pipe sizes & slopes

4. Stormwater Management

\_\_\_\_\_ Topography of above ground detention and water quality features

\_\_\_\_\_ Surveyed limits of underground storage facilities

\_\_\_\_\_ Certified submittal documentation for all installed proprietary systems

5. As built Hydrology Study

\_\_\_\_\_ Route all required storms utilizing as built facility parameters

\_\_\_\_\_ Provide results for routed flows, water quality & channel protection volumes (discharge & water surface) for required, design & as built conditions

\_\_\_\_\_ Include maintenance schedule