



Record Drawing (As-Builts) Checklist for Road, Grading, Clearing (Land Disturbing Activity) and Drainage Construction Plans

4/13/21

LDA Project File Number (PFN): _____

Project Name: _____

Record drawings (previously known as “as-built” plans) are required as specified in County Code. Record drawings are necessary as a basis to plan and design future projects in the same location and to make repairs to damaged structural components or other non-working facilities. They are also a record of any revisions or changes to the original approved construction plans.

Engineering Design and Development Standards (EDDS) 10-05 Engineering Record Drawings, Snohomish County Code (SCC) 30.63A.865 and SCC 30.63B.360

- _____ 1. Record drawing information shall be shown on a copy of the *original approved construction plans and be submitted electronically in PDF format. *See “Note 1 (item 12), Record Drawing Submittal” on page 3. Note: please include the original approved landscape sheets and wetland sheets (these plan sheets don’t need to be as-built, they are just needed for record keeping and bonding purposes).
- _____ 2. A clear method shall be used to show record information. In congested areas, additional blow-up details may be required for readability.
- _____ 3. Record drawing information and revision data should be shown clearly, such as using redline cross out and text. Record drawings shall be accurate, clean, clear and easily readable.
- _____ 4. Record drawings submitted for review and approval shall include, but not be limited to, the following details:
 - _____ a. Road centerline profiles and slopes, vertical and horizontal curves and road widths.
 - _____ b. Curb ramp locations.
 - _____ c. Location of all storm drainage pipes with slopes and elevations.
 - _____ d. All ditch/swale elevations along the centerline at 25’ intervals.
 - _____ e. All catch basins and manhole inverts and rim elevations.
 - _____ f. All detention pond elements including elevations of overflow structures, bottom of pond elevations at each corner and center, intake and outlet pipes, elevations at every 25 feet at the inside and outside of toe and top of berms.
 - _____ g. All detention vault elements including interior and exterior dimensions, elevations at floor and top.
 - _____ h. Control structure elements including size and elevation of all orifices, standpipe notches, and bottom of the structure and lid.
 - _____ i. Elevation on dispersion trenches at all pipe inlets and outlets.
 - _____ j. Finished grade of areas changed by grading, with either spot elevations or new contours with actual top and toe of slopes or walls.
 - _____ k. Locations and elevations of subsurface drains and outlets, see SCC 30.63B.360(1)(a).

- _____ I. Public Bridges. Public Works is required to file the first NBIS (National Bridge Inspection System) bridge inspection with WSDOT within 90 days of a public bridge opening to traffic and an NBIS bridge is any structure (including a culvert under a public road) with an opening greater than 20 feet.

The following is required for new or modified public bridges:

- _____ a) Bridge deck elevations over abutments and piers. Include additional shots for long spans.
 - _____ b) Initial creek cross-sections along upstream and downstream face of bridge.
 - _____ c) Elevations for top and bottom of footings/pile caps/cofferdam seal.
 - _____ d) Elevation of pile tips or bottom of shafts,
 - _____ e) Approved submittals or shop drawings for contractor designed structures (girders, walls, 3-sided bridge, vaults, etc.).
- _____ 5. Record drawing plans stamped and seal signed by the engineer and/or surveyor as required. Note: A stamp by one or both may be required per WAC 196-23-020.
 - _____ 6. When a final geotechnical report was required for the project design per 30.63B.360 and 30.63B.340(2): A final geotechnical report stamped and signed by the soils engineer or engineering geologist stating to the best of their knowledge, the work within their area of responsibility is in accordance with the approved engineering geotechnical report and applicable provisions of 30.63B.
 - _____ 7. Copies of all field density tests, summaries of field and laboratory tests, and other substantiating data.
 - _____ 8. Record drawing final storm water detention summary located on the plan sheet showing the detention performance table (include one detention summary chart based on the vested date):

For Projects Vested on or after September 30, 2010:

DETENTION SUMMARY CHART

STORM EVENT (yr)	LIVE STORAGE VOLUME (cf)			DEAD STORAGE VOLUME (cf)			RELEASE RATE (cfs)		
	REQUIRED	DESIGNED	AS-BUILT	REQUIRED	DESIGNED	AS-BUILT	REQUIRED	DESIGNED	AS-BUILT
2									
50									

LOTS THAT FLOW TO DETENTION FACILITY: _____

MAX ALLOWABLE IMPERVIOUS AREA PER LOT (e.g. roof, patio, driveway and other hard surfaces): _____ SQ FT.

Note to engineer: add more information if the maximum allowable impervious area varies per lot

For Projects Vested Prior to September 30, 2010:

Modify the chart above to include the 2 year 10 year, and the 100 year event.

International Building Code (concrete vaults, walls, bridges)

When the project required a structural plan approval and a building permit for installation, and required special inspection as identified in the UBC or IBC, submit:

- _____ 9. Copies of all structural special inspection and test results. (Structural steel reinforcement, concrete placement and concrete testing)

Land Disturbing Activity 30.63B.360 and SCC 30.41A.420

_____ 10. Record drawings or as-built statement on the plans signed and dated by the engineer, surveyor and developer/owner as follows:

WE HEREBY DECLARE THAT THE ROAD, STORM DRAINAGE, GRADING AND OTHER IMPROVEMENTS ARE LOCATED AS SHOWN ON THESE RECORD DRAWINGS AND TO THE BEST OF OUR KNOWLEDGE, THE WORK HAS BEEN COMPLETED IN ACCORANCE WITH THE APPROVED LAND DISTURBING ACTIVITY PLANS AND PERMIT.	
BY: PROJECT ENGINEER _____	DATE: _____
PROJECT SURVEYOR _____	DATE: _____
PROJECT DEVELOPER/OWNER _____	DATE: _____

EDDS 10-05.C. Engineering Record Drawings

_____ 11. Record drawings required by Public Works for archiving shall be legible original documents produced and submitted in electronic PDF format (i.e. non-PDF/A format). Final record drawings must have a signature per WAC 196-23-070 and be submitted in PDF/A format.

Note 1, Record Drawing Submittal

_____ 12. Record drawings submitted on a true copy of the approved construction plans, not showing the original county approval signature and date of approval, shall have a statement of authenticity on each of the plan sheets of the record drawings submitted for review as follows:

THESE RECORD DRAWINGS ARE SUBMITTED FOR REVIEW ON A TRUE COPY OF THE COUNTY-APPROVED CONSTRUCTION PLANS SIGNED FOR APPROVAL ON (ENTER DATE) _____
BY: PROJECT ENGINEER/SURVEYOR _____ DATE: _____

Other:

- _____ 13. Show location of all drainage easements.
- _____ 14. Verify road names and plat information (e.g. right of way dedication) is correctly shown per Department of Publics Works review.
- _____ 15. Include the original approved landscape sheets and wetland sheets with the record drawing submittal. Note: These plan sheets don't need to be as-built, they are just needed for record keeping and bonding purposes.