

Applicant copy: Electronic Record Drawing (As-built) process:

Applicant engages project surveyor and others to obtain required info in accordance with Record Drawing Checklist and EDDS 10-05. The checklist is found here: <https://snohomishcountywa.gov/DocumentCenter/View/7560>

1. Below is a list of possible supporting documents that may be submitted (or requested) during the record drawing phase of a project:
 - Completed Record drawing [checklist](#)
 - record drawings (as-builts) – please include the original approved landscape sheets and wetland sheets for record purposes (these don't need to be as-built)
 - Soils Engineer's final report including field density tests, etc. per 30.63B.360 (B)
 - Engineering Geologist's final soils report, if applicable per 30.63B.360 (C)
 - Compaction reports
 - Concrete testing reports (or any special testing reports i.e. rebar)
 - Operation & Maintenance Manuals
 - Drainage summary verifying that stormwater facilities have been completed and will operate as originally designed
 - As-built drainage calculations
 - Engineer of Record to provide information for Lot Memo
2. Applicant submits record drawings (As-builts) and supporting documents on mybuildingpermit.com (MBP).
 - **Paper file project:** If the project was originally a paper submittal project, submit the documents using a PRO folder on mybuildingpermit.com (you would apply for one if one does not exist). In the project description box, provide the LDA permit number and a brief description of the files being submitted (i.e. Record Drawing (As-Built) plan, compaction reports, soils report, As-built drainage calculations, etc.). Also upload a copy of the original approved construction plans and plan revisions. Important: include the description of each file in the file name.
 - **Electronic file project:** If the project was originally an electronic plan submittal, upload the files under the original LDA file number. In the project description box, provide a description of the files being submitted (i.e. Record Drawing (As-Built) plan, compaction reports, soils report, As-built drainage calculations, etc.) Important: include these descriptions in the file names.
 - Once done submitting documents on MBP, please email: SCD-SrPermitTech@snoco.org that you have submitted record drawings. Important: In subject line put project name, project file number (i.e. PSD, CUP, BSP), and LDA permit number.
3. PDS Permit Tech uploads documents into the PDS permit database (Amanda), routes to PDS Engineer as "info received" under "1st As-Built Review" line.
4. PDS Engineer (drainage reviewer) reviews submittal documents for acceptance.
 - a. If accepted, assigns plan reviewers.
 - b. If not accepted, emails applicant to inform them what additional information or documents need to be uploaded to MBP.
5. Once submittal is accepted: PDS Engineer coordinates review with construction inspector, DPW (to verify road names), and Survey Lead as needed.
6. Reviewers: Review and provide markups and comments on the plans.
7. PDS Engineer and Permit Tech coordinate on the following: Plan markups are uploaded to MBP and the applicant is notified that the review is complete.
8. Record Drawing re-submittals follow the same process above except that there will be subsequent review lines in Amanda (i.e. "2nd As-Built Review"). Applicant uses same PRO folder to submit revised documents.
9. Once approved, PDS Engineer documents approval in PDS permit database (Amanda)

Note: Per 2020 EDDS section 10-05 update, Mylars are no longer required by DPW. Final Record drawings required by Public Works for archiving must have a signature per WAC 196-23-070 and be saved in PDF/A format.