



# As-Built Site Construction Plan Requirements Checklist

**Project File Number:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**As-Built Site Construction Plan Completeness Checklist** – For the City to accept the project as complete, submit the following information:

## Submittal

*Applicant/Staff Verify*

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Two paper hard copy sets (see requirements below and punch list)

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One CD labeled “As-Built - Preliminary Submittal – [Submittal Date]”

Prior to the final acceptance of a site improvement, the applicant shall furnish the City Permit Center with the following items:

- 1) Two legible, full-sized marked-up sets of the existing City approved site construction plan(s) that identify all field changes and the final locations of all approved site improvements. Refer to attached checklist.
- 2) One CD of the As-Built drawings the following electronic formats:
  - PDF format; and
  - “.dwg” or other AutoCad-compatible format per Lake Stevens Municipal Code (LSMC) 14.18.035(d).
- 3) Drawings shall clearly and accurately represent all changes (strike through approved original dimensions & notes and add updated information) with both vertical and horizontal, as recorded at the time the material and equipment were installed.
- 4) Include the words “**As-Built**” in the revision title block with the current date on each sheet of the revised plans. The following As-Built approval block shall be incorporated into the revised site construction plans:

**AS-BUILT**

**PERMIT NO:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
CITY OF LAKE STEVENS  
1812 MAIN ST/ P.O. BOX 257  
LAKE STEVENS, WA 98258  
PH: (425)377-3235/ FAX: (425)212-3327**

5) A licensed Professional Engineer (PE) and a Professional Land Surveyor (PLS) registered in the State of Washington must stamp the as-built site construction plans.

- The PE and/or PLS shall stamp and sign the final engineering pages of the site construction plans; and
- The PLS shall stamp and sign the final site survey.

**As-Built Site Construction Plan Punch list**

As-Built drawings are shall be required for private and public construction of subdivisions, short subdivisions, and commercial developments. When all items on the punch list are completed (see below), the City will process the project for final acceptance per LSMC 14.16A.130(c) and 14.60.470.

<b>Storm Drainage Revisions (onsite and off-site improvements)</b>			
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Revision</b>
			Pipe size, slope, length, and <i>material</i>
			Flow direction arrows
			Catch Basins (CB and rim type, rim and invert elevations)
			Detention/infiltration/water quality/infiltration vaults with length, width, and depth dimensions; top, inlet, and outlet pipe elevations
			Detention/infiltration pond and water quality swale water surface elevations, vertical and horizontal dimension, with all inlet and outlet pipe invert elevations
			Invert elevations for stub-outs on lots (plats and subdivisions)
			Dimensions of vaults (cross-section and plan view details)
			Control catch basins, manholes, and spillways
			All invert elevations for outfalls into streams, creeks or ditches, and the direction of flow for the downstream watercourse
			Other (list):

<b>Composite Utility/Service Plan Revisions (LSMC 14.60.470)</b>			
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Revision</b>
			Sewer
			Water Mains
			Water Meters
			Street Lighting Standards
			Traffic Signal Poles & Wiring
			Power (transmission / distribution lines)
			Mail Boxes
			Transformers
			Cable TV
			Telephone Risers
			Utility Vaults
			Gas Lines
			Overhead Electric/telephone/cable facilities
			Other (list):

**Streets and Roadway Features Revisions**

Yes	No	N/A	Revision
			Horizontal and vertical curve data (including radii)
			Locations of sidewalks, driveways, ADA accessible ramps and other roadway features
			Water and sewer as-builts are required of public / private roads
			Street names and public versus private ownership
			Street lights, signing and hydrant locations
			Other (list):

<b>Fire Department Changes (LSMC 14.84.090)</b>			
Yes	No	N/A	Revision
			Fire Hydrants
			Turn-a-round
			Sprinkler system
			Other (list):

<b>Other Revisions</b>			
Yes	No	N/A	Revision
			Plat name changes
			Any and all utility, access, and construction easements
			NGPA (Native Growth Protection Area Easements or Tracts)
			Septic Systems (drain field and reserve area)
			Landscaping
			Other (list):