



The Civil / Site Inspector (Inspector) assigned to the project will provide the project contact with this form and mark the following documents as either not applicable (N/A) or required. As-Builts and associated documentation shall be submitted to the assigned Inspector **at least two (2) weeks prior** to expected as-built acceptance and/or request for water meter release. When the form is returned to the inspector, they will confirm requirements have been met by checking the received box. Incomplete and/or incorrect submittals may cause additional review cycles and/or reinspection fees per Phoenix City Code, Chapter 9, Appendix A.2.

Project Name _____ Project #: _____ Phase _____

1. Civil – Grading and Drainage

CGD Permit Number _____ CLS Permit Number _____

- | | | | |
|--|------------------------------|-----------------------------------|-----------------------------------|
| a) Electronic Black Line, As-Built Plans | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| b) Dry Well Drilling Log and Map | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| c) Engineer Certified Percolation Tests | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| d) Slope Stability Report | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| e) Retention Volumes Certified on As-Built Plans | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| f) Stormwater Post-Construction Program Inventory Form | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |

2. Civil – Drainage Facilities, Concrete and Paving

CDF Permit: _____ CCO Permit: _____ CPA Permit: _____

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

As-Builts – Commonly Missed Items

- Must have Planning and Development Department (PDD) plan review approval stamp and the original engineer's seal.
- 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).
- Must be as-built on the latest approved set of plans.
- As-built grading and drainage and paving plans may be sealed by a Civil Engineer or a Registered Land Surveyor.
- As-built all top of footings and top of all retaining walls shown on the approved plan.
- As-built all retention basins and outfall elevations.

Comments:

Project Contact: _____ Phone Number: _____

Project Contact E-mail Address: _____

INSTRUCTIONS AND ADDITIONAL INFORMATION

Civil – Grading and Drainage

1a. As-built record drawings for CGD permits should include the following:

- 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.
- 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.
- New elevations should be shown by boldly striking through the proposed number and placing the new number with “AB” beside it.
- 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.

1b. Dry well drilling logs shall be submitted for only the phase(s) or parcel(s) being closed out.

Along with the logs from the drilling company, include a map of where the dry wells were installed, that corresponds with the numbers on the drilling logs.

1c. 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.

1d. Slope stability reports are required if a slope is cut at 1 ½:1 or steeper and shall be provided by an approved City of Phoenix laboratory: [City of Phoenix Materials Lab | City of Phoenix](#).

1e. 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 Stormwater policies are being met.

1f. The Stormwater Post-Construction Program Inventory Form (TRT 00090) is required for all projects closed out on or after July 1, 2021, 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.

Civil – Drainage Facilities, Concrete and Paving

2a. As-built record drawings are required to close out any paving, concrete and drainage facilities plans. The package shall include:

- The as-built record drawing shall show all stationing and elevations to grade breaks, Point of Curvature and Point of Tangent (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.

2b. 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 Supplements to the Maricopa Association of Governments Uniform Standard Specifications for Public Works Construction Section 627.

- 2c. Sewer cleaning (hydrovac) is required after the pavement adjustments are 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 is adequate proof of the completed service.
- 2d. Engineer Certified Manhole Vacuum Test Report is required per the City of Phoenix Manhole Vacuum Testing Policy (TRT 00471) to sign off on pavement adjustments.
- 2e. Engineer Certified Holiday Test – “Spark Test”, special inspection required for all coated manholes per City of Phoenix Supplements to the Maricopa Association of Governments Uniform Standard Specifications for Public Works Construction Section 626. Western Technologies and Dibble are the only consultants 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.
- 2f. 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 Paving Civil Permits (CPA), Concrete Civil Permits (CCO), and Drainage Facility Civil Permits (CDF) 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 MILESTONES PRIOR TO REQUESTING FINAL WALKTHROUGH:

- All trees and 100% of the irrigation system must be installed and backfilled
- Streetlight poles must be installed and energized
- All street signs are installed
- All as-built plans, testing certificates, and lab reports are submitted for review
- Construction permits must be current
- Streets and sidewalks must be clear from debris and all construction
- Water meter distribution is at the discretion of the area supervisor