



The City of Phoenix (City) 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 – Water (Mains)

CWT Permit: _____

- | | | | |
|--|------------------------------|-----------------------------------|-----------------------------------|
| a. Electronic Black Line, As-Built Plans | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| b. Engineer's Certificate of Completion (Main Extensions Only) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| c. Material Report – (Electronic Book Form) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| d. Passing Pressure and Leak Test Report (Inspector) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| e. Passing WSD Bacteria Test Report (Inspector) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |

2. Civil – Sewer (Mains, S-511, & S-512)

CSE Permit: _____

- | | | | |
|--|------------------------------|-----------------------------------|-----------------------------------|
| a. Electronic Black Line, As-Built Plans | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| b. Engineer's Certificate of Completion (Main Extensions Only) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| c. Material Report – (Electronic Book Form) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| d. Passing Low Pressure Air Test Report (Inspector) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| e. Passing T.V. Report (Inspector) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| f. Engineer Certified Manhole Vacuum Test (If no paving plan) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| g. Sewer Hydrovac Receipt (If no paving plan) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| h. Manhole Insecticide Certification (If no paving plan) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| i. Cured-In-Place Pipe (CIPP) Acceptance Package | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |

3. Civil – Fire Hydrant (New or Re-located)

CWT Permit: _____

- | | | | |
|--|------------------------------|-----------------------------------|-----------------------------------|
| a. Electronic Black Line, As-Built Plans | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
|--|------------------------------|-----------------------------------|-----------------------------------|

4. Civil – Dry Utilities

CUT Permit: _____

- | | | | |
|---|------------------------------|-----------------------------------|-----------------------------------|
| a. Material Report – (Electronic Book Form) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
|---|------------------------------|-----------------------------------|-----------------------------------|

5. Civil – Storm Drain (Right-Of-Way or Public Drainage Easement)

CDF Permit: _____

- | | | | |
|----------------------|------------------------------|-----------------------------------|-----------------------------------|
| a. Storm Drain Video | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
|----------------------|------------------------------|-----------------------------------|-----------------------------------|

As-Built Plan Commonly Missed Items

- Must have seal, signature, and address of the civil engineer sealing the as-built drawing on the cover sheet and an as-built seal by an Arizona registrant on each additional sheet. The water and sewer "As-built Certification Statement" must be signed and sealed by the as-built Civil Engineer.
- Must be As-built on the latest approved set of plans with the Planning and Development Department's approval stamp and original engineer's seal
- Water and Sewer as-built record drawings shall meet Water Services Department Policies P-68 and P-69

Comments:

Project Contact (Developer or GC): _____ Phone Number: _____

Project Contact E-mail Address: _____

Project Inspector: _____ Phone Number: _____ Date: _____

INSTRUCTIONS AND ADDITIONAL INFORMATION

Civil - Water

- 1a. As-built record drawings for CWT permits should be provided to the Civil/Site Inspector once all pipe has been installed, AND all testing has been completed. The as-built record drawings shall have dimensions, stationing, size and type of material used, slopes and elevations. Rim elevations are required to be as-built if interim acceptance is to be granted. Interim acceptance is needed to release any water meters for the project. If the rim elevations are not provided, interim acceptance will not be granted, including the use of the system for fire protection.

Required, minor as-built changes to the approved plans must be shown clearly by boldly striking through the item changed and placing the as-built information next to or as near as possible to it. All as-built annotation changes must be larger and bolder than the original and free from background obscuring. 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. The as-built record drawing must meet the Water Services Department (WSD) Policies P-68 and P-69, whether the plans were approved per the policies or not, which can be found at:

<https://www.phoenix.gov/administration/departments/waterservices/development-infrastructure/watersewer-policies.html>

- 1.b Completed Engineer's Certificate of Completion form for Main Extensions. This form is required to be signed and stamped by the Civil Engineer who is certifying the as-built record drawings for main extensions only. The as-built engineer does not need to be the same as the design engineer. The date should correspond with date the as-built drawings were sealed by the engineer. If your original closeout package is resealed by the engineer after redline corrections are made, update this form when re-submitting the package.
- 1.c Materials Testing Report (TRT 00309) will be required to have a proper cover sheet signed by a lab engineer, proctors, gradation, plasticity index, densities and compaction, per the City of Phoenix Street Transportation Department Materials Laboratory Acceptance Sampling/Testing Requirements, for all Civil Water (CWT) permits. Electronic Material books are required with the minimum schedule of testing report included. The City approved private lab will supply this. City of Phoenix Materials Lab:
<https://www.phoenix.gov/administration/departments/streets/initiatives/street-project-resources/city-of-phoenix-materials-lab.html>
- 1.d Passing pressure and air and leakage testing reports. The City Civil/Site Inspector will perform a pressure/leakage test on all water lines within the City right-of-way. This paperwork is provided for the closeout package by the City of Phoenix Civil/Site Inspector.
- 1.e. The City of Phoenix Water Services Department, Environmental Services Division will conduct a Bacteria Test on each water main extension. This paperwork is provided for the closeout package by the City Civil/Site Inspector.

Civil – Sewer (Mains S-511, & S-512)

- 2a. As-built record drawings for CSE permits should be provided to the Civil/Site Inspector once all pipe has been installed, all testing has been completed. They must be given in a complete package that includes all required information. A Civil Engineer must sign and stamp the as-built certification on the cover sheet and seal each additional sheet of the record drawing. The as-built engineer does not need to be the design engineer but must match the engineer that seals the Engineer's Certificate of Completion.

Required, minor as-built changes to the approved plans must be shown clearly by boldly striking through the item changed and placing the as-built information next to or as near as possible to it. All as-built annotation changes must be larger and bolder than the original and free from background obscuring. 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. The as-built record drawing must meet the Water Services Department Policies P-68 and P-69, whether the plans were approved per the policies or not, which can be found at: <https://www.phoenix.gov/administration/departments/waterservices/development-infrastructure/watersewer-policies.html>.

- 2b. The Engineer's Certificate of Completion form is required to be signed and stamped by the Civil Engineer who is certifying the as-built record drawings for main extensions only. The as-built engineer does not need to be the same as the design engineer. The date should correspond with date the as-built drawings were sealed by the engineer. If your original closeout package is re-sealed by the engineer after redline corrections are made, update this form when re-submitting the package.
- 2c. A Materials Testing Report (TRT 00309) will be required to have a proper cover sheet signed by a lab engineer, proctors, gradation, plasticity index, densities and compaction, per the City Street Transportation Department Materials Laboratory Acceptance Sampling/Testing Requirements, for all CSE permits. Electronic Material books are required with the minimum schedule of testing report included. The City approved private lab will supply this. City of Phoenix Materials Lab: <https://www.phoenix.gov/administration/departments/streets/initiatives/street-project-resources/city-of-phoenix-materials-lab.html>
- 2d. A final sewer air test will be completed after the dry utilities have been installed and passing compaction tests have been obtained. The City Civil/Site Inspector, as per the City of Phoenix Supplements, will witness the air test. This paperwork is provided for the closeout package by the City of Phoenix Civil/Site inspector. Other testing agencies may be used with City Civil/Site Inspector supervision.
- 2e. The City of Phoenix Wastewater Department will conduct a closed-circuit TV inspection on all sewer main extensions that are eight inches and larger. This paperwork is provided for the closeout package by the City Civil/Site Inspector.
- 2f. Engineer Certified Manhole Vacuum Test Report (TRT 00471) is needed to sign off the pavement adjustments. This report is required on all new manholes installed on the project and is required to be turned in with the close out package for the sewer main when there is no paving permit associated with the street where the sewer main is being installed.
- 2g. Sewer hydrovac is required, after the pavement adjustments have been completed for the sewer main, prior to acceptance by the City. A copy of the receipt from the company that provided the service is adequate proof of the service being completed. Hydrovac is required for all newly installed main line. The receipt is required to be turned in with the close out package for the sewer main when there is no paving permit associated with the street where the sewer main is being installed.
- 2h. 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 the current City of Phoenix Supplements to the Maricopa Association of Governments (MAG) Uniform Standard Specifications for Public Works Construction Section 627, for all manholes newly constructed or existing that are worked in for connections. The certification is required to be turned in with the close out package for the sewer main when there is no paving permit associated with the street where the sewer main is being installed.
- 2i. Contractor to forward the Final Acceptance Letter for Cure-in-Place Pipe (CIPP) liner to City Civil/Site Inspector confirming that the installation has been reviewed and approved. This paperwork must be included in the closeout package. The WSD Consultant will issue a Final Acceptance Letter to the WSD and Contractor noting that the installations have been reviewed and accepted per MAG 751. The letter will include all noted documentation as backup for City records.

Civil – Fire Hydrant (New or Re-located)

- 3a. As-built record drawings for CWT permits for fire hydrants (new or re-located) should be provided to the City Civil/Site Inspector once all pipe has been installed, and all testing has been completed. They must be given in a complete package that includes the materials testing report. No Engineer's Certificate of Completion is required for fire hydrants.

The as-built record drawings shall have dimensions, stationing, size and type of material used, slopes and elevations. A Civil Engineer must sign and stamp the as-built certification on the cover sheet and seal each additional sheet of the record drawing. The as-built engineer does not need to be the design engineer. Required, minor as-built changes to the approved plans must be shown clearly by boldly striking through the item changed and placing the as-built information next to or as near as possible to it. All as-built annotation changes must be larger and bolder than the original and free from background obscuring. 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.

The as-built record drawing must meet the WSD Policies P-68, whether the plans were approved per the policies or not, which can be found at: <https://www.phoenix.gov/administration/departments/waterservices/development-infrastructure/watersewer-policies.html>.

Civil – Dry Utilities

- 4a. A Materials Testing Report (TRT 33039) will be required to have a proper cover sheet signed by a lab engineer, proctors, gradation, plasticity index, densities and compaction, per the City Street Transportation Department Materials Laboratory Acceptance Sampling/Testing Requirements, for all CUT permits. Electronic Material books are required with the minimum schedule of testing report included. The City approved private lab will supply this. City of Phoenix Materials Lab: <https://www.phoenix.gov/administration/departments/streets/initiatives/street-project-resources/city-of-phoenix-materials-lab.html>

Civil – Storm Drain (Right-Of-Way or Public Drainage Easement)

- 5a. A storm drain video, report, and key map are required to be submitted for all storm drain mains that are installed within City right-of-way or any public drainage easement, prior to pavement being placed over the main. The video shall be labeled to match the report. The report shall include all areas where water and debris are standing in the pipe. The key map shall include distances, stations, etc., that will allow Street Transportation to map the main. MPG, AVI, or WMV files are acceptable.

IMPORTANT

The City Civil/Site Inspector will provide, and the contractor will install and maintain red ring “Out of Service” signs on all fire hydrants until all water and sewer as-built record drawings have been reviewed and accepted by the City.

A written notification will be given to the contractor, by the City Civil/Site Inspector, to remove the red rings once the as-builts have been accepted. Once the notification is given, the contractor will remove the red rings and return them to the City Civil/Site Inspector.