



To mitigate delays due to incomplete As-Built (AB) close-out package submittals, the following guideline shall be used by the Civil Inspector to accept As-Built close-out packages from contractor/developer.

1. Packages:
 - a. Submit As-Built packages in their entirety, per Civil Acceptance Requirements Checklists. No missing paperwork.
 - b. As-Built close-out packages shall be collected in sequential order.

2. Plans:
 - a. Three (3) sets of blackline As-Builts (24-inch X 36-inch).
 - b. Include all sheets.
 - c. Most recent approved civil plan.
 - d. Sealed by relevant professional.
 - e. Remove sheets not part of discipline.
 - f. Retention volumes AB.
 - g. Finish Floor Elevations or Pads AB.
 - h. A minimum 50% of all grades AB.

3. Paperwork:
 - a. All paperwork filled out legibly.
 - b. Materials reports, sealed cover letter, updated minimum testing schedule and passing concrete breaks.

4. Permits:
 - a. Check for any expired permits or any potential "T" permits to be pulled.

As-Built close-out packages that do not meet the guidelines noted above should not be accepted by the Civil Inspector.