



As-Builts should be submitted at least two weeks prior to expected acceptance. Incomplete and/or incorrect submittals may cause additional review cycles.

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_ Phase: \_\_\_\_\_

**1. Civil – Storm Water Management**

CSW Permit: \_\_\_\_\_

- |                                                 |                              |                                   |                                   |
|-------------------------------------------------|------------------------------|-----------------------------------|-----------------------------------|
| a. ADEQ Notice of Termination (NOT Application) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| b. Storm Event Inspection Report                | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |

**2. Civil – Grading and Drainage**

CGD Permit: \_\_\_\_\_ CLS Permit: \_\_\_\_\_

- |                                                                                                                                                                                |                              |                                   |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|-----------------------------------|
| a. Black Line, As-Built Plans                                                                                                                                                  | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| b. Environmental Responsibility Form (Project Close Out)                                                                                                                       | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| c. Dry Well Drilling Log (with map of dry wells)                                                                                                                               | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| d. Engineer Certified Percolation Tests<br>(If less than 10 feet of permeable material is shown in the Drilling Log or dry wells are being eliminated from the approved plans) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| e. Slope Stability Report (for slopes greater than 1½:1)                                                                                                                       | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| f. Retention Volumes Certified on As-Built Plans                                                                                                                               | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| g. ADEQ MS4 Stormwater control inventory                                                                                                                                       | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |

**3. Civil – Drainage Facilities, Concrete and Paving**

CDF Permit: \_\_\_\_\_ CCO Permit: \_\_\_\_\_ CPA Permit: \_\_\_\_\_

- |                                                                                                                      |                              |                                   |                                   |
|----------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|-----------------------------------|
| a. Three (3) Complete Sets of 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 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"<br>(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 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: \_\_\_\_\_

Project Inspector: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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**Grading, Drainage, and Paving**

- 1a. Notice of Termination (NOT) should be filed with the Arizona Department of Environmental Quality (ADEQ) at the time of the CSW permit being closed out. AZPDES Stormwater Construction Authorization Number (AZCON) is needed to close out this permit. The Notice of Termination (NOT) should be sent to the following address:
- Arizona Department of Environmental Quality  
Surface Water Section – Stormwater & General Permits Unit  
1110 West Washington Street, 5415A-1; Phoenix, AZ 85007  
FAX (602) 771-4528
- A fillable copy of the NOT form is located at:  
[http://legacy.azdeq.gov/environ/water/permits/download/notice\\_of\\_termination.pdf](http://legacy.azdeq.gov/environ/water/permits/download/notice_of_termination.pdf)
- 1b. A storm event inspection report shall be written after each rain of .50" or greater in a 24-hour period, for the development, by the contractor listed on the CSW permit. The report should include verbiage to state that the contractor has inspected the site and it meets the approved Storm Water Management Plan. The report(s) should be submitted to the City of Phoenix Civil/Site Inspector at the end of the project along with a copy of the NOT application (if applicable). An example copy can be obtained from your Civil/Site Inspector.
- 2a. As-built record drawings for CGD permits should be provided to the Civil/Site inspector prior to the final walk through for the project, a minimum of two (2) weeks prior to expected acceptance of the as-builts, and prior to any requests for water meter release. They must be given in a complete package that includes any drilling logs, slope stability reports, percolation tests, etc. The as-built record drawings should have 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. 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. New elevations should 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 gets an AB beside it. All as-built record drawings shall be done in black ink on 24" x 36" bond copies.
- 2b. The "Environmental Responsibility and Certification for Projects Constructed by Private Developers (Project Close Out)" form is required for all projects that have an approved Grading and Drainage Plan. The "Environmental Responsibility and Certification for Projects Constructed by Private Developers (Project Close Out)" form is required to be signed and notarized by the owner or an authorized agent. A fillable copy of this form is located at:  
[https://www.phoenix.gov/pddsites/Documents/TRT/dsd\\_trt\\_pdf\\_00412b.pdf](https://www.phoenix.gov/pddsites/Documents/TRT/dsd_trt_pdf_00412b.pdf)
- 2c. Dry well drilling Logs are provided by the drilling company. A map of where the dry wells were installed, that corresponds with the numbers on the drilling log, shall be provided. Dry well drilling logs should only show the dry wells for the phase(s) or parcel(s) being closed out.
- 2d. 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.
- 2e. Slope stability reports are required if a slope is cut at 1.5:1 or steeper and shall be provided by a City of Phoenix approved private lab.
- 2f. 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 Storm Water policies are being met.
- 2g. ADEQ MS4 Permit checklist is required for all projects that have a Notice of Termination (NOT) from Arizona Department of Environmental Quality (ADEQ). The purpose of this checklist is to comply with the Arizona Department of Environmental Quality's MS4 permit to the City of Phoenix requiring project inventory and tracking of storm water elements for future assessment of compliance. The permit effective date is July 1, 2021 and required per Section 4.8.C. This checklist serves to capture the scope of all grading activity elements related to storm water management. The itemization will be used for post construction assessment.

- 3a. As-built record drawings are required to close out any paving, concrete and drainage facilities plans. The record drawings should be provided, in a complete package, to the Civil/Site Inspector prior to the final walk through for the project, a minimum of two (2) weeks prior to expected acceptance of the as-builts, and prior to any requests for water meter release. The package shall include manhole insecticide certification for all applicable manholes, sewer hydrovac (if necessary), engineer certified manhole vacuum test for all new manholes, and a materials report certified by a City of Phoenix approved lab. The as-built record drawing shall show all stationing and elevations to grade breaks, 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 gets an AB beside it.
- 3b. 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 IFB Requirements Contract for Manhole Insecticide Application (COP Supplement to MAG section 627).
- 3c. Sewer hydrovac is required, after the pavement adjustments have been 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 would be adequate proof of the service being completed.
- 3d. Engineer Certified Manhole Vacuum Test Report is needed to sign off the pavement adjustments.
- 3e. Engineer Certified Holiday Test – “Spark Test”, special inspection required for all coated manholes per City of Phoenix Supplement Section 626. Western Technologies is the only lab 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.
- 3f. 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 CPA, CCO and CDF permits over \$500. Two spiral bound 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**

**100% of total trees and irrigation system must be installed and backfilled, street light poles must be installed and energized, street signs installed, all as-built plans, testing certificates, and lab reports submitted for review, all construction permits must be current, all streets and sidewalks must be clear from debris and all construction, prior to asking for a final walkthrough. Water meter distribution is at the discretion of the area supervisor.**