



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 – Water (Mains)

CWT 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. Engineer's Certificate of Completion (Main Extensions Only) | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Received |
| c. Material Report – (Two Copies – Spiral Bound 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. Three (3) Complete Sets of 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 – (Two Copies - Spiral Bound 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 |

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

CWT Permit: _____

- | | | | |
|---|------------------------------|-----------------------------------|-----------------------------------|
| a. Three (3) Sets of 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 – (Two Copies - Spiral Bound 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 (with labeled key map of storm drain) | <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 C.O.P. approval stamp and Engineer's seal
- Water and Sewer as-built record drawings shall meet Water Services Department Policies P-68 and P-69 (whether the plans were approved with those designs or not).

Comments: _____

Project Contact: _____ Phone Number: _____

Project Contact E-mail Address: _____

Project Inspector: _____ Phone Number: _____ Date: _____

Water and Sewer

- 1a. As-built record drawings for CWT and CSE permits should be provided to the Civil/Site Inspector once all pipe has been installed, all testing has been completed, and a minimum of two (2) weeks prior to expected acceptance of the as-builts. They must be given in a complete package that includes a completed Engineer's Certificate of Completion form, materials testing report, engineered-certified manhole vacuum test, sewer hydrovac receipt, manhole insecticide certification, and all air and leakage testing reports. 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. 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 on 24" x 36" bond copies. 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/waterservicessite/Pages/engpoliciesindex.aspx>.
- 1b. 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 resealed by the engineer after redline corrections are made, update this form when re-submitting the package.
- 1c. A material report 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 CWT, CSE and CUT permits. Two spiral bound books are required with the minimum schedule of testing report included. Your City of Phoenix approved private lab will supply this.
- 1d. The City of Phoenix Civil/Site Inspector, as per City of Phoenix Supplements, 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.
- 1e. The City of Phoenix Water Services Department, Environmental Monitoring will conduct a Bacteria Test on each water main extension. This paperwork is provided for the closeout package by the City of Phoenix Civil/Site Inspector.
- 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, and a minimum of two (2) weeks prior to expected acceptance of the as-builts. They must be given in a complete package that includes a completed Engineer's Certificate of Completion form (for main installation only,) materials testing report, and all air, leakage, and bacteria testing reports. S-511 and S-512 permits do not require the Engineer's Certificate of Completion. 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 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 on 24" x 36" or 8 1/2" x 11" (depending on what size the plans were approved) bond copies. 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/waterservicessite/Pages/engpoliciesindex.aspx>.
- 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 material report 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 CWT, CSE and CUT permits. Two spiral bound books are required with the minimum schedule of testing report included. Your City of Phoenix approved private lab will supply this.
- 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 of Phoenix 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 of Phoenix 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 of Phoenix Civil/Site Inspector.
- 2f. Engineer Certified Manhole Vacuum Test Report is needed to sign off the pavement adjustments. This report is required on all new manholes installed on the project. The report 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 of Phoenix. A copy of the receipt from the company that provided the service would be 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 City of Phoenix IFB Requirements Contract for Manhole Insecticide Application (COP Supplement to MAG section 627). All manholes newly constructed or existing that are worked in for connections shall be painted with insecticide paint per city of Phoenix Supplement to MAG Section 627. 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.
- 3a. As-built record drawings for CWT permits for fire hydrants (new or re-located) should be provided to the Civil/Site Inspector once all pipe has been installed, all testing has been completed, and a minimum of two (2) weeks prior to expected acceptance of the as-builts. 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 on 24" x 36" or 8 ½" x 11" (depending on what size the plans were approved) bond copies. The as-built record drawing must meet the Water Services Department Policies P-68, whether the plans were approved per the policies or not, which can be found at: <https://www.phoenix.gov/waterservicessite/Pages/engpoliciesindex.aspx>.
- 4a. A material report 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 CWT, CSE and CUT permits. Two spiral bound books are required with the minimum schedule of testing report included. Your City of Phoenix approved private lab will supply this.
- 5a. A storm drain video, report, and key map are required to be submitted for all storm drain mains that are installed within City of Phoenix 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.

The 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 of Phoenix. A written notification will be given to the contractor, by the 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 Civil/Site Inspector.