



## AS-BUILT PLAN REQUIRED INFORMATION

As-built plans are required on all completed development projects except those only requiring minor site plans. As-built plans are required to be prepared and certified by a registered land surveyor or professional engineer. Final inspections will not be conducted until the as-built plans have been submitted to the City of Griffin Public Works Department, Electric Department, and Planning/Development Department for approval. Any discrepancies with the as-built plans must be corrected and approved before the Certificate of Occupancy is granted.

The following information shall be included on the plans:

GENERAL	
<input type="checkbox"/> Buildings	• Footprint of all new buildings and structures drawn
<input type="checkbox"/> Easements	• Cover sheet is required to show the deed book and page number(s) for all recorded easements for: access, electric, stormwater, water, wastewater easements and/or subdivision plats.
<input type="checkbox"/> Impervious Areas	• Drawn with total area measurements given in sq. ft.
<input type="checkbox"/> Parcel Lines	• Entire property line drawn as recorded
<input type="checkbox"/> Tie-in's	• Show all tie-ins to existing electric, stormwater, water, and wastewater

ELECTRIC	
<input type="checkbox"/> Cust. Owned Lighting	• Identify service line from structure to pole or device
<input type="checkbox"/> Cust. Owned Signs	• Identify service line from structure to outside disconnect and sign
<input type="checkbox"/> Metering Point	• Location of metering point • Size • Type
<input type="checkbox"/> Service Lines	• Location of all customer owned service lines
<input type="checkbox"/> Transformers	• Location of transformer / pad

STORMWATER	
<input type="checkbox"/> Ditches / Swales	• Spot elevations showing inverts in dedicated drainage easements
<input type="checkbox"/> Head Walls	• Top Elevation • Invert In • Invert Out
<input type="checkbox"/> Inlets	• Type (Drop, Catch, Hooded) • Top Elevation • Invert In • Invert Out
<input type="checkbox"/> Junction Boxes	• Top Elevation • Invert In • Invert Out
<input type="checkbox"/> Outlet Structures	• Top Elevation • Invert In • Invert Out
<input type="checkbox"/> Pipes	• Pipe Material • Pipe Diameter
<input type="checkbox"/> Structural BMP's	• Type (Bioretention, Dry Detention, Dry Extended Detention, Infiltration Practice, Multi-Purpose Detention, Porous Asphalt, Proprietary System, Rain Garden, Sand Filter, Pond, Wetland, Underground Detention, etc.)
	• Topography on stormwater detention basins and verification of storage volumes (2 foot contours)
	• Detailed as-built information for specially designed drainage and stormwater management structures

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## WATER

- Backflow Devices
  - Type
- Hydrants
- Mains
  - Pipe Material
  - Pipe Diameter
- Meters
  - Type
  - Size
- Service Lines
  - Pipe Material
  - Pipe Diameter
- Valves
  - Type
  - Size

## WASTEWATER

- Clean Outs
- Gravity Mains
  - Pipe Material
  - Pipe Diameter
- Grease Traps
  - Capacity
- Lateral Lines
  - Pipe Material
  - Pipe Diameter
- Manholes
  - Top Elevation
  - Invert In
  - Invert Out

## OTHER

- Graphic Scale
  - In feet
- Legend
  - Showing all symbology represented in the drawing
- Circle In Red
  - Any changes from the approved construction plans must be indicated by circling the change in red

## DIGITAL AS-BUILTS

- Format
  - Digital as-built submittal will be required in one of the following formats: AutoCAD .dwg or .dxf files | ESRI GIS "shape" files | ESRI GIS "geodatabase" files
  - For computer file format questions please contact Brian Haynes at 770-412-9950 or [bhaynes@cityofgriffin.com](mailto:bhaynes@cityofgriffin.com)
- Coordinates
  - Digital as-built data must be in the City of Griffin's coordinate system, which is West Georgia State Plane Coordinate System (NAD83), and the vertical datum must be NAVD88 (North American Vertical Datum of 1988)
  - The City of Griffin has a survey monument system for reference in the above coordinate system available for contractors to tie in to. Any information regarding the City of Griffin's monuments can be accessed by visiting: <http://www.cityofgriffin.com/Departments/PublicWorks/GIS/ControlPointMonuments.aspx>

## STATEMENTS

- Statement
  - The following statement certifying compliance of the site to approved plans and conformance of any revisions, to all applicable standards

***"This physical survey has been reviewed, and in my professional opinion, based upon my knowledge, information, and belief, the design elements measured by the physical survey comply with the approved plans. This review does not imply in any way that (i) inspections were made during the construction, (ii) to the quality of the work, or (iii) to any element of structure not visible or depicted on the physical survey."***