



NON-RESIDENTIAL AS-BUILT **SUBMISSION CHECKLIST**

Effective October 20, 2025

The submitted as-built plan shall include all approved coversheets (including revisions) with the name, address and phone number of the preparing firm, approved site grading sheets, and approved storm water management (SWM) and drainage computations. A pdf copy of the approved plan(s) will be provided by the as-built submitting engineer instead of including a few sheets into the as-built plan.

Note: Construction Inspection: Inspections are needed during construction to ensure that the facilities are built in accordance with the approved plans and design specifications. The developer/owner shall provide for periodic inspections of the facility during construction. Detailed inspection checklists shall be used that include sign-offs by a licensed land surveyor or professional engineer registered in Virginia at critical stages of construction, to ensure that the contractor's interpretation of the plan is consistent with the designer's intent. The actual inspections may be performed by an individual under the direct supervision of the licensed professional [(DCSM Section 721.02(B) (11)].

Legend: APM - Administrative Procedures Manual

DCSM Design and Construction Standards Manual

As-Built Site Plan Number: _____

Approved Site Plan Number: _____

<u>ITEM #</u>	<u>REF. SECTION</u>	<u>REGULATIONS</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1	APM 4.12.2	Impervious Area Certification shall be submitted for commercial, industrial and multi-family properties.			

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2	APM 4.12.1.A.2	Horizontal location of storm sewers with one (1) tie for all storm structures. All ties shall be affixed to permanent objects (i.e. building corners, fire hydrant). Note: Alternatively, the structure locations can be provided using Northing/Easting in VA State Plane per Virginia Code (§ 1-605. Definition of systems by National Ocean Service/National Geodetic Survey; adopted.)			
3	APM 4.12.1B.	invert elevations (in and out) for all storm sewers, and invert of structures.			
4	APM 4.12.1.C.	Length, size, percent slope, and type of material used for all storm sewer and storm water management (703.02.B.1).			
5	APM 4.12.1.D.	Top of structure elevation on all storm sewer structures.			
6	APM 4.12.1.E.	As-built topography for Storm Water Management/Best Management Practices, Low Impact Designs and verification of as-built storage volume with the approved design.			
7	APM 4.12.1.F.	Detailed as-built information for special design drainage and storm water management structures.			
8	APM 4.12.1.G	As-built elevations including centerline, cross sections and slopes of channels, swales, channel outfalls, and outfall protections and downstream of outfall pipes located within drainage easements. A typical as-built ditch section shall be shown on the plan.			
9	APM 4.12.A.1.H.	All dedicated easements shall be shown. The cover sheet of the plan and plat shall show the deed book and page numbers in which the easements are recorded.			
10	APM 4.12.1.I	A graphic scale and north arrow shall be shown on each as-built plan sheet.			

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11	APM 4.12.1.J	Any changes/revisions from the approved construction plan shall be indicated by circling the changes in red with written explanation for the changes by the engineer. Note 1: Minor changes do not necessitate revising the approved plan. These changes can be captured during the as-built plan submission. Note 2: Field Revision associated with utility conflicts - The Area Site Inspector should be notified first. Follow up with a revised plan and narrative with areas of revision clouded in red. Also, include a copy of the approved relevant plan sheets. These can be submitted via email to the area plan reviewer in a pdf format with a cc to the area site inspector for an expedited review.			
12	APM 4.12.1.K	Except for the storm water management, best management practices, and the low impact designs, the as-built certification of physical survey (statement is listed in APM) shall be dated within one year of submission (the physical survey itself shall be within one year of submission) to the County for review.			
13	DCSM 702.02 (A)	Provide as built topographic survey of the overland relief for the one hundred (100) year storm event. Note: This may not be necessary in certain circumstances, such as when the structure is situated at a minimum distance of 15 feet and has a freeboard of 1 foot to the nearest opening.			
14	DCSM 702.02 (D)	Hydraulic grade line and computations for as-built conditions for drainage system not built according to the approved plan. [Note: Requirement - The location of the hydraulic grade line (HGL) shall be calculated and submitted with the site plans for systems when the design flow in the proposed system exceeds 80 percent of its capacity. When the flow velocity within the proposed system exceeds 12 feet per second, HGL is required, even when the system carries less than 80 percent of its capacity.]			

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15	DCSM 702.10 (B) and (C)	As built certifications for storm sewer anchors/cut off walls added to the plan. Note: Upload the required items with proper labeling to the corresponding as-built plan case in the County Land Development Management System (EnerGov).			
16	DCSM 110.11	The as-built information (e.g., the physical survey) regarding the stormwater management facilities, best management practices, and low-impact designs shall be current within 6 months of submission to the County for review. Note: One-time as-built survey is adequate for the underground SWM facility unless the field conditions warrant revised as-built verification. (For example, the County may request revised as-built information for any damage and reconstruction that may occur during construction activities.)			
17	DCSM 770.50 (B)	As-built location and elevations of Retaining walls by the professional engineer or land surveyor , and certification from the geotechnical engineer of record. Note: Since retaining wall certifications are already accepted by the Building Division and retaining wall inspections are finalized before the as-built is submitted to Environmental Management Division, inspection reports are no longer required to be produced on the as-built plan. However, the as-built plan should include the following items: 1. Building Permit # for Each Retaining Wall. 2. Note the type of wall on the as-built plan (e.g. masonry, MSE, etc.). 3. # or ID each wall (e.g. RW-1, RW-2, or Ret. Wall "A", Ret. Wall "B", etc.). 4. Top and Bottom as-built elevations and the alignment of the retaining wall.			
18	DCSM 721.10 (A) and (B)	SWM access road width and grade, embankment width, gate, and fencing (721.11(A) and (B) for details).			

ITEM #	REF. SECTION	REGULATIONS	YES	NO	N/A
19	DCSM 722.04 (B)	An electronic spreadsheet shall be submitted with the following information along with the as-built plan: 1. SWM/BMP Facility a. SWM/BMP Facility Type b. Location c. Subdivision/Site Name d. Hydrologic Unit Code (HUC) of the receiving stream. *(in most cases, the HUC of the development) ("HUC" means a watershed unit established in the most recent version of Virginia's 6th Order National Watershed Boundary Datasheet) e. Total acres treated (BMP Acres) f. Year Built g. Land Use (commercial, single family, industrial, etc.) h. Latitude and longitude of the facility. i. Maintenance (County/ private) j. Copy of maintenance agreement (if applicable) Each Outfall Size of outfall (diameter or equivalent) Subdivision/Site Name Hydrologic Unit Code of the Receiving Stream (Development) Drainage Area to the outfall Year Built f. Land Use Latitude and Longitude Note: Incorporate the required information on the as-built plan sheet. An electronic spreadsheet is not required.			
20	DCSM 722.04 (C)	For Stormwater Management Facilities Only: A completed "construction inspection and as-built survey checklist", certified by a professional engineer or surveyor verifying that the storm water management facilities and associated conveyance systems have been built in accordance with the approved plan and design specifications. The completed checklist shall be incorporated on the as-built plan. Note: Projects with Pre-Construction meetings held on or after July 1st, 2018 should use the 2018 Checklist.			
21	DCSM 722.02 (J)	Copy of recorded Storm Water Management/Best Management Practices maintenance agreement.			

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22	DCSM 722.02 (K)	Approved and as-built Storm Water Management fact sheets. <u>Note: Rerouting the pond is required in any of the following situations:</u> <u>1) Storage volume is 95% or less than the approved design volume.</u> <u>2) Invert elevations differ by 0.2 ft. or more from the approved plan.</u> <u>3) The pond's location shifts by 15 ft. or more from the approved plan.</u>			
23	DCSM 732.01 (A)	Letter of Map Amendment or Revision from Federal Emergency Management Agency.			
24	DCSM 770.50 (A) and (B)	GER Slope Construction Certification: The written certification shall include all geotechnical elements, but is not limited to, the type of material, compaction, depth and spacing of piles/piers, location, length, spacing, strength and type of geogrid, and ground cover to protect the slope as specified, and any other stabilization measures as recommended in the approved geotechnical report. The GER shall verify and certify that the final slope is in accordance with the slope approved in the geotechnical report at the time of as-built plan submission. <u>Note: Upload the required items with proper labeling to the corresponding as-built plan case in the County Land Development Management System (EnerGov).</u>			
25	DCSM 770.50C	SER Gradient Certification: The Site Civil Engineer of Record (SER) or a Land Surveyor duly licensed in the Commonwealth of Virginia shall provide a written certification on the gradient of the constructed slope as directed by County staff (<u>meeting the conditions in DCSM 770.50 (A) and (B).</u> <u>Note: Upload the required items with proper labeling to the corresponding as-built plan case in the County Land Development Management System (EnerGov).</u>			

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26	DCSM 721.08	Setbacks from the 100-year WSE to the structure and the property line. Note: As-built information is not required if the following conditions are met: 1) The occupiable structures are at least 20 ft. from the 100-year water surface elevation. 2) The property lines are at least 30 ft. from the 100-year water surface elevation.			
27	DCSM 721.02 (B)(12)	As-Built Certification: After the facility has been constructed, the developer shall have an as-built certification conducted by a licensed land surveyor or professional engineer registered in Virginia and submitted to the County along with the as-built checklist and as-built plan. The as-built certification verifies that the facility was installed as designed and approved. Note: Upload the required items with proper labeling to the corresponding as-built plan case in the County Land Development Management System (EnerGov).			
28	Policy	Interior curb with spot elevations where inlets are Provided.			
29	Virginia Dam Safety Regulations 725.00(D)	Submit two DCR approved copies of all the documentation (i.e. Operation and Maintenance Plan, Inundation Zone Maps, Emergency Action Plan, etc.....) as well as one soft copy related to Virginia regulated impoundment structures to the County for its records as well as for facilitating emergency operations. Site finalization and final bond release is subject to meeting this requirement.			