



## **FY27 As-Built Submission and Approval Process:**

**DCSM 110.00 As-Built Plans:** As-built plans shall be required on all currently valid final site development plans. The acceptance of As-Built Plans shall be a prerequisite to final construction acceptance, bond release, and the issuance of a final certificate of use and occupancy.

**An on-site inspection coordinated between the developer/builder, area site inspector, geotechnical engineer of record, and site civil engineer/surveyor is recommended to identify slopes which need to be surveyed and evaluated to identify potential issues in advance of As-Built plan submission.**

### **Processing of the As-Built Plans**

1. Confirm with Site Inspector that site work is acceptable for As-Built plan submission.
2. If site work is acceptable, arrange a meeting with the area site inspector for quality control review of the As-Built package. This meeting can take place either in the field or at the Development Services Building. Customer shall bring to the meeting:
  - Two (2) copies of the As-Built plan conforming to site conditions.
  - One (1) copy of the recorded plat, and
  - One (1) copy of the recorded stormwater management facility maintenance agreement (if applicable)
  - One (1) copy of the impervious area calculation form sealed by the civil engineer.
  - As-Built review fee

Refer to the As-Built Submission Checklist for all submission requirements. If acceptable for review process, the site inspector will provide instruction to complete an As-Built Plan Acceptance Transmittal which will be required to submit the As-Built plans.

3. Once As-Built plans are accepted for review by the Site Inspector, the developer or representative will deliver the completed As-Built package including checklist to Environmental Management Division located at 5 County Complex Court, Suite 170. The transmittal includes the primary point of contact information for the As-Built approval process. Please note this is the person we will contact once the As-Built is approved.
4. First submission As-Built fee is \$522.80; second submission fee is \$426.95. There is no subsequent fee after the second submission. Make checks payable to Prince William County. Please include As-Built Plan # (SDR\_\_\_\_\_ or SPR\_\_\_\_\_) with any communications including second submission. Failure to do so may result in delay of plan review.
5. The review time is 15 calendar days per submission. The customer is notified when the As-Built plan is approved via the customer point of contact indicated on the transmittal form. Comments are also accessible on the web via the following link:  
<https://egcss.pwccgov.org/SelfService#/search> (enter the new As-Built Plan number)

6. Final submission when requested shall include **minimum** of 5 sets of plans **with new As-Built plan number included**, 5 sets of recorded plats and a compact disc (cd) copy of the plan file (.tiff) and electronic spreadsheet (see As-Built checklists) for stamped approval. Submissions shall be made to the Environmental Management Division located at 5 County Complex Court, Suite 170.
7. After approval, the As-Built plan will stay with Environmental Management's administrative staff for pick up by the point of contact. Administrative staff will notify the point of contact listed in the Acceptance Transmittal that the As-Built plans are approved and ready for pick up. A copy of the signed Approved As-Built Pick-Up Transmittal will serve as confirmation of receiving the approved As-Built plan.
8. After the final site walk, and prior to bond release, the Site Inspector will accept 4 original sets of approved As-Built plans and plats (and other documentation if any) from the Developer's representative. The Site Inspector will distribute the approved As-Built to the following agencies:
  - Environmental Management Division
  - Planning Records
  - Geographic Information Systems
  - Real Estate Assessments

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