CITY OF GRESHAM

Project Name:	
Project #	
Person Filling out Checklist:	
City Staff Reviewing Checklist:	

As-built Process and Checklist

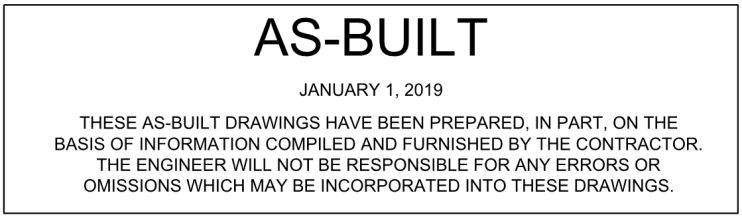
Final as-builts must be received before a public facilities construction project can be closed out and unused deposits may be returned. Submittals must comply with the City's CAD Manual and be provided on the City's Title Block, which is available at https://greshamoregon.gov/Building-and-Permits (public facilities tab). See the CAD Manual for plan requirements and recommendations. For projects that were not started using the City CAD template, which incorporates the City's CAD standards, Appendix A of the CAD Manual provides instructions for automating the layer conversion to the City's standards.

1. Request an as-built number from your City Development Engineering Specialist.

2. Add the as-built number plus page number (City Page Number) to each page in the designated location on the City template. The text shall be ½ inch letters located in the bottom right-hand corner of each sheet near the City logo.

   Example of numbering: 1st sheet: *"GR0001AA",* 2nd sheet: *"GR0001AB",* 27th sheet: *"GR0001BA",* 54th Sheet: *"GR0001CB"*

3. On each sheet, add the words "As built Drawing" as the last entry in the revision block along with the month, day, and year the as-built plan was prepared and include the as-built stamp, below, on each sheet with the correct date.



4. Submit Draft As-built plans (PDF) which adhere to the following:
   - ☐ Revisions to construction plans are approved by the Engineer of Record and re-stamped and resigned.
   - ☐ Include the location of two benchmarks or City control points used and label them with the appropriate coordinates for their location. At least one benchmark must reference a City control point.

- ☐ Include actual location and depth, from finish grade, of any other utilities encountered during construction and show on both the plan and profile views.
- ☐ All changes from standard 36-inch cover for all waterlines are noted on the plans; limits are shown on plans with annotated reason for change; actual pipe elevation (top of pipe) is included at every fitting that is not at standard cover.
- ☐ All public and private easement information is included.
- ☐ Changes to the approved thickness for street structural section components are shown, including the limits where the changes occur.
- ☐ Changes to driveway locations and/or widths are shown.
- ☐ Contractor's company name, phone number and contact person for all improvements relating to parks, trails, and natural areas is included.
- ☐ Include private stormwater infrastructure[1]

5. After the City has reviewed the draft as-built plans, make all required edits and submit CAD base files and PDF files.
   Each PDF sheet must:
   - ☐ include the current signed Engineer's stamp;
   - ☐ be saved as an individual file and named using City Page Numbers;
   - ☐ have a file name which contains no spaces or special characters;
   - ☐ be high resolution, black and white drawings.

   Each CAD base file shall be identical to the PDF except for the signature of the Engineer of Record on the engineer's stamp. The CAD file must also:
   - ☐ be on the correct horizontal and vertical datums;
   - ☐ have a file name which contains no spaces or special characters;
   - ☐ be saved to AutoCAD 2010 or later;
   - ☐ be purged and audited prior to submission;
   - ☐ be generated using the e-transmit command in AutoCAD and zipped in one folder;
   - ☐ use layers from the City CAD Template.

6. If registered orthophotography is used as a backdrop, the image and registration file, along with directory information, shall also be submitted.

[1] The private stormwater linework in CAD is not required (but appreciated) but the PDF pages should include the private storm infrastructure.