

Construction Record Drawing Requirements for Isle of Wight County

I. Introduction

After construction and installation of utilities is complete on a project, construction record drawings (aka As-builts) are required to be submitted by the developer or owner responsible for the project.

Real world conditions often dictate changes that need to occur during construction. As-built drawings provide the county with a permanent record of utilities as they were installed, and are based on accurate field-obtained information to show the actual condition of finished construction. These records can then be archived and relied upon for future use.

II. General Guidelines

As-built data should be represented as revisions to the original approved engineering plans.

Plan elements with field changes or deviations from the original design shall be clearly shown using the ~~strike-through~~ method, with new information shown in **bold** or **red**.

All steps should be taken to eliminate the need for the reviewer to have to continually refer to the original plan in conjunction with review of the As-built drawings. The As-built should be a plan unto itself.

Plans should include the following elements at a minimum to be deemed acceptable by Isle of Wight County:

- A copy of the cover sheet from the original plan with title modified to say “As-builts” or “Construction Record Drawings”. This provides a quick reference to the original plan, as well as an index of sheets and consultant contact information. Applicable sheets should be highlighted or bold.
- The overall plan, or index of sheets page from the plan set if applicable.
- All utility sheets that contain pertinent information, including profiles.
- As-built certification statement must be included on all sheets.

As-built Certification:

I hereby certify to the best of my knowledge and belief that this record drawing represents the actual condition of the utilities installed as part of this project. I further certify that the information shown herein conforms to the provisions of the approved design plan, and was obtained in accordance with Isle of Wight County Public Utility standards.

Date _____ Firm Name _____
Name _____ Business Phone _____
Title _____
Signature _____ (insert seal here)

III. Data Requirements

Sanitary Sewer: features should include Manholes with rims and inverts, Pipes including type, length and slope, and any in-line cleanouts. All prominent sewer features (i.e. manholes) must include either Northings and Eastings, or stations and offsets (if following a baseline) for future locating in the field.

Water systems: features should include Valves (including ARVs), Blow-offs, and Fire Hydrants. Valve and hydrant data should be provided and include at a minimum the make, model, and approximate date of installation. All prominent water features (i.e. hydrants and valves) must include either Northings and Eastings, or stations and offsets (if following a baseline) for future locating in the field.

Pump Stations: features should include finished floors, wet-well information, and inverts. If pump station was designed as a separate plan, all general guidelines and submittal requirements shall still apply.

IV. Submittal Requirements

Once all field data has been obtained and the plans are complete, the following should be submitted to Public Utilities for review:

- 2 - hard copies of the plan
- 1 – CD containing a PDF printable copy as well as the CAD files (including xrefs)
- 1 – transmittal or cover letter

Submittals will not be considered complete unless all of these items are included. Once the package is received by the county, please allow 10 business days for plan review and comment.

Please route submittals to: **Isle of Wight County Public Utilities**
ATT: Construction Supervisor
P.O. Box 80
Isle of Wight County, VA 23397