



DEVELOPMENT CONSTRUCTION RECORD DOCUMENTS

Informational Brochure

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Department of Public Works

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DEVELOPMENT CONSTRUCTION RECORD DOCUMENTS

The following requirements are intended to provide information necessary to furnish the City with satisfactory As-Built Records, Developer Contribution Form, and final Stormwater Site Plan Reports:

1. Construction Record Drawings: During project construction and through completion of construction activities, the owner's engineer, surveyor, and/or general contractor shall be responsible for tracking all relevant field changes to the Final City Approved and Signed Plans per Section 1-05.18 of the City's [Engineering Construction Standards, Special Provisions](#). These changes shall be clearly and comprehensively identified using red-line markups on the Final City Approved and Signed Plans (Final Plans).
2. The owner will submit the electronic version of the Construction Record Drawings and a completed Developer Contributions Form to the City via electronic delivery method for review and approval. Electronic submittals and request for the Developer Contributions Form shall be coordinated with devsubmittals@auburnwa.gov.
3. Following City approval of the Construction Record Drawings, the owner's engineer, surveyor, and/or general contractor shall utilize a .PDF editing software to produce and submit to the City electronically to devsubmittals@auburnwa.gov for review and acceptance, the electronic As-Built Records. The electronic As-Built Records are Final Plans with mark-ups added to match the Construction Record Drawings. All red-lines from the approved Construction Record Drawings shall be electronically marked in red on the electronic version of the Final Plans to clearly reflect the as-built conditions in accordance with Section 1-05.18 of the Engineering Construction Standards. Annotation records on the Title Block of each sheet must be filled out to reflect the as-built mark-ups being made.
4. Following approval of the As-Built Records the City will affix the Record Drawing Certification block to the electronic As-Built Records in the lower right corner of the Final Plans cover sheet, along with the text "AS-BUILT" in red text on every sheet of the Final Plans. The City will certify the As-Built Records by applying signatures to the Record Drawing Certification block on the cover sheet. The certification block may be completed either electronically using a digital signature or by printing out the cover sheet, signing, scanning, and re-attaching to the As-Built Records Sheets.
5. A final Stormwater Site Plan Report shall also be submitted with the Construction Record Drawings if there were any substantial construction changes. Any design changes related to utility location, discharge rates, storage volumes, head changes, or infiltration rates shall be noted in the final Stormwater Site Plan Report. The following statement shall be on the cover sheet of the report and signed, sealed, and dated by a professional engineer registered in the State of Washington
 - This final Stormwater Site Plan Report conforms to the field conditions as shown on the Record Construction Documents.
 - If there are no changes that require updates to the Stormwater Site Plan Report the Engineer of Record can submit a stamped and signed memo indicating this and reference the approved Stormwater Site Plan report with the appropriate date.
6. The Engineer shall submit the computer-aided design (CAD) drawing files showing any revisions that occurred during construction. If there were no revisions that occurred after plan approval the CAD drawings provided to the City during the plan approval process will be used.