



CITY OF KENT DEVELOPMENT ASSISTANCE BROCHURE

E-1

RECORD DRAWINGS (aka As-Builts)

The City of Kent Development Engineering Section has prepared this brochure to supplement the City of Kent Construction Standards and Surface Water Design Manual and to assist applicants in the preparation and submittal of those documents.

What are Record Drawings and why are they required?

As-Built or Record Drawings are a final record of what was actually installed and includes all deviations or changes to the intended physical product of an approved plan. Record Drawings are required to reflect the same degree of detail as the original plans.

Record Drawings are necessary as a basis to plan and design future projects in the same location and to make repairs to damaged components or other non-working facilities. In addition, Chapter 19.122 RCW, mandates that owners of "underground facilities" be able to locate those facilities within 24 inches of the outside diameter. Record Drawings are prepared by Professional Land Surveyors licensed by the State of Washington and are required to show all changes that occurred during construction, including changes in materials, distances, lengths, locations, elevations, slopes, volumes, etc.

How will I know when to submit the Record Drawings and Final Corrected TIR?

Record Drawings and Final Corrected TIR are requested to be submitted by the Public Works Development inspector once the inspector is comfortable that the construction is substantially complete such that as-built information collected will not change. The submittal of Record Drawings begins a process toward obtaining a performance inspection walk-through which will be initiated once the Record Drawings and associated materials are approved.

How do I submit the Record Drawings and Final Corrected TIR and what should the submittal package include?

The as-builts can be submitted via email, Dropbox or similar method by emailing our Project Coordinator, Amy Waters (AWaters@KentWA.gov). Please email or call Amy if you have questions.
****see following pages for as-built plan and file requirements****

The initial as-built submittal should include the following materials:

1. One PDF of the Record Drawings
2. CAD (.dwg) file of the Record Drawings
3. Final Corrected TIR
4. As-built calculations of any created compensatory flood storage as compared to the designed/required (could be included in the final corrected TIR)
5. A Bill of Sale signed by the Developer and stamped by the Engineer of Record for all constructed Improvements that will be conveyed to the City.

RECORD DRAWING REQUIREMENTS (pdf and CAD files)

- The Record Drawings shall indicate that they are indeed the Record Drawing set and not an earlier version of the plans.
- The Record Drawing plans should include **all** of the plans included in the Civil Construction permit set except those that contain temporary information such as temporary erosion control or traffic control plans. The applicant should indicate on the sheet index which sheets are included in the as-builts.
- The Record Drawings shall include all approved field changes and all formally approved revisions to the originally approved drawings.
- Record Drawings shall contain an As-Built Certification conforming to the following:

"I CERTIFY THAT THE LOCATIONS, ELEVATIONS, DEPTHS, AND AS-BUILT COMMENTS REFLECTING MATERIALS ACTUALLY USED DURING CONSTRUCTION, ACCURATELY REFLECTS EXISTING FIELD CONDITIONS AS DETERMINED BY ME OR UNDER MY DIRECT SUPERVISION ON THIS DATE: _____."

Professional PLS Stamp,
Expiration Date, Date Signed, & Signature

- All drawings and the digital file shall be on State Plane coordinates (NAD 83/91) and must relate to two City of Kent control points within ½ mile of the project site.
- All As-Built elevations shall be based upon City of Kent Datum and shall reference two City of Kent Benchmarks (NAVD 88). The Benchmark number, description, and elevation used for vertical control shall be clearly shown on the drawings
- All storm drainage and sewer system as-builts shall include type of grate/lid, pipe and structure locations, grate/lid and invert elevations, pipe diameters and materials. All relevant improvement sizes, diameters, elevations, depths, and materials specified on the approved plans must be checked by the surveyor in the field during and/or after construction.
- All pipe lengths and specified materials shall be clearly marked on the Record Drawings. The preferred format is to draw a line through design elevations, lengths, etc, and to show the As-Built information. Where the As-Built information is exactly the same as the design information, the design information shall be indicated as "As-built" or similar method to show that it was checked, but that it did not change.
- All stormwater detention / retention storage volumes shall be clearly shown as "calculated As-Built volumes" on the Record Drawings.
- The location and depth of all side sewers and storm service lines and stubouts shall be shown.
- The ownership of all structures, pipes and facilities shall be clearly marked as "public" or "private" to facilitate easy identification of maintenance responsibility.
- All City of Kent Water systems shall be as-built. Record Drawings shall show as-constructed locations and depths of water mains, fire hydrants, fire lines, blow offs, air vacs, meters, valves, premise isolation, check valves and other appurtenances as necessary.
- The constructed locations of all street lights shall be accurately shown on the asbuilt drawings
- All relevant vertical and horizontal road alignments and survey monuments shall be shown on the Record Drawings. All changes to road alignment, curb alignment, channelization and signage shall be shown on the plans.
- Record Drawings shall indicate all Finish Floor elevations for non-residential buildings
- Changes to site grading and retaining structures shall be shown.

FINAL CORRECTED T.I.R. REQUIREMENTS (pdf)

- The TIR shall indicate somewhere on the cover sheet that it is the Final Corrected TIR
- The Final Corrected TIR shall be stamped and signed by the engineer of record
- The Final Corrected TIR shall include all changes made to the originally approved TIR as a result of the construction process.
- In addition to any design changes and supporting calculations and documentation, the Final Corrected TIR shall include a final updated Stormwater Facility Summary Sheet and recorded copies of all required storm water covenants and BMP maintenance covenants.

FINAL CORRECTED COMPENSATORY FLOOD STORAGE CALCULATION REQUIREMENTS (pdf)

- The words “Final Corrected Compensatory Flood Storage Calculations” should be indicated on the cover sheet of all final calculations.
- The Final Correct Compensatory Flood Storage Calculations shall be stamped and signed by the engineer of record
- The calculations shall include corrected versions of the originally approved plans and calculations depicting the as-built configuration of the constructed facilities
- If a structure was required to be elevated to the Flood Protection Elevation, the approved Elevation Certificate shall also be included

BILL OF SALE REQUIREMENTS

- The Bill of Sale form can be obtained by emailing the general Development Engineering email at DevelopmentEngineering@kentwa.gov
- The Bill of Sale document is required for all new infrastructure that will be turned over to the City for ownership and maintenance.
- The Bill of Sale shall include the Engineer’s Certification with the signed stamp of the engineer of record.