Digital As-built Submission Procedure

Update #2 12-01-2025

1. Conduct final walk-through with County Staff. Complete all punch list items before as-built submission

2. Submit the as-built package in a .zip file (10MB file size limit) or using a cloud sharing service or file transfer protocol (FTP) to GPasbuilts@aacounty.org with Grading permit number as the naming convention (G02_____) on the file name and subfolders

3. **File should be organized by subfolders that contain Grading permit number and contents outlined in the** Grading Plan As-built Checklist (Version 12/2025)
    - Request for Grading Security release
    - As-built plans on the approved Grading Permit plan set
    - Grading Plan As-built Checklist
    - Stormwater Management Report
    - Geotech reports, calculations, etc
    - Stormwater Management Inspection Checklist
    - Stormwater Management Data Form
    - Stormwater Management Construction Photos with dates and device #
    - SWM facility media and material receipts, tickets, etc.
    - In-situ soil condition photos

4. If any components are missing or in error, you will need to resubmit the package with appropriate updated documentation to GPasbuilts@aacounty.org with the updated naming convention (G02_____Revised XX/XX/XXXX [date])

5. Once the package is accepted, inspection completed, and the grading permit is closed, the grading security can take up to 60 days to be returned. The security and certificate of completion will be mailed to the address associated with the as-built package letter.