

12/01/2025

Grading As-built Checklist - Update #02

The Anne Arundel County Department of Inspections and Permits (I&P) has previously published guidance on as-built submissions for completed grading permits in the form of IP-24-01, dated May 9, 2025, which can be found here: [Blue Notice IP-24-01](#).

The Department is updating its process for as-built submission. Currently, submissions require both a flash drive and a paper set of plans to be delivered to the permit center by appointment. The Department believes that moving away from flash drives to a digital submission process will create a more efficient and streamlined process for all parties involved in the submission, review and approval of as-builts. The contents of the as-built packet itself remain unchanged.

Please see below a summary for this update:

1. As-builts shall no longer be submitted by paper copy or a USB memory stick. As-built packages to be submitted digitally by email, through a cloud sharing service, or file transfer protocol to GPasbuilts@aacounty.org.
2. Digital as-built submission procedure can be found here: <https://www.aacounty.org/sites/default/files/2025-12/grading-as-built-procedure.pdf>

Timing

All projects submitting as-builts on/after the date of this update shall use the digital submission procedure for submitting as-builts. If there are extenuating circumstances that require a paper submission, the applicant shall obtain prior approval from the county inspector.

Version Log – IP-24-01

Version	Date	Revision/Change
Initial Version	07/2019	N/A- Initial version
Update #1	04/2024	Updated checklist requirements
Update #2	12/2025	Digital submission via email to gpasbuilts@aacounty.org