

Board of County Commissioners

Hernando County Building Division

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Brooksville, FL 34601
352-754-4050

Visit us on the Internet:
www.hernandocounty.us/bldg



Permitting / Zoning Fax: 352-754-4416
 Contractor Licensing Fax: 352-754-4159

INFORMATION/INSTRUCTION SHEET As-Built Drawings & Civil Engineer's Certification

Prior to issuance of a Certificate of Occupancy (C.O.) for new commercial construction permitted on or after January 1, 2014, the following items are required to be submitted to the Building Division:

- **As-Built Drawings of the site in the following formats:**
 - one (1) electronic copy in .DWG Autocad 2000 or newer format
 - one (1) electronic copy in .PDF format

Note: Refer to “As-Built Drawings and Information Checklist”
- **Completed “Civil Engineer’s As-Built Drawing Certification of Satisfactory Completion (Non-Subdivision)” form signed by the civil engineer of record certifying that the project has been fully and satisfactorily completed in accordance with the approved plan and the provisions of the Land Development Code.**

This documentation is being required to ensure that the Building Division receives a final set of site drawings which incorporates all approved changes made to the site during the construction process. The as-built drawings also serve as a reference for future construction.

Please refer to the information check list for details.

AS-BUILT DRAWINGS AND INFORMATION CHECKLIST

**Please check the website for the most current revision: www.hernandocounty.us/bldg*

1. The Engineer shall certify that at the time of the final inspection, the site was completed in substantial accordance with the permitted construction plans and information. Any minor deviations from the original approved plans are noted on the set of record drawings.
2. The Engineer's certification shall be based upon on-site observation of construction (scheduled and conducted by the professional engineer of record or a by a project representative under direct supervision) and review of as-built drawings, with field measurements and verification as needed, for the purpose of determining the work was completed in accordance with original permitted construction plans, information and specifications.
3. The as-built drawings are to be based on the permitted construction drawings revised to reflect any changes made during construction. Both the original design and constructed condition must be clearly shown. The plans need to be clearly labeled as "as-built" drawings. As required by law, all surveyed dimensions and elevations required shall be verified and signed, dated and sealed by a Florida registered professional surveyor and mapper or professional engineer. The following information, at a minimum, shall be verified on the as-built drawings, and supplemental documents if needed:

Stormwater:

- Rim elevation of inlets, catch basins, manholes, control structures, headwalls and other special structures.
- Invert elevation of all pipes within inlets, catch basins, manholes, end sections, culverts and other special structures.
- Linear distance along storm sewer from structure to structure.
- Recalculated pipe slopes based on invert-to-invert elevations along the linear distance between structures.
- Horizontal ties on all inlets, catch basins, manholes, flared-end sections and culverts.
- Topographical survey of the storm water management area containing sufficient spot elevations and grading contour lines to show that the storm water management facilities have been constructed in compliance with the approved construction plans.

Vertical Improvements:

- Locate and describe all building improvements constructed per the approved plans. Provide horizontal ties to building corners.

Horizontal Improvements/Parking Layout:

- Locate and describe all surface parking areas. Provide description as to surface material.
- Locate and describe all installed regulatory or warning signage and pavement markings within the project. Any deviations from the approved construction plans shall be noted.
- Locate all sidewalks and pedestrian access features. Provide material type and width.

General:

- Show all right-of-way or easement lines, clearly labeled.
- Special detail drawings will be required where installations were not as shown on original drawings due to field conditions or where required for clarity.
- Location, type, material and reinforcement, height, drainage systems and foundation information of all retaining walls.

**CIVIL ENGINEER'S
AS-BUILT DRAWING CERTIFICATION OF
SATISFACTORY COMPLETION
(Non-Subdivision)**

I. Project Information:

Project Name: _____ Permit No.: _____
Permittee: _____
Address: _____
City, State, Zip: _____ Telephone: _____

II. Certification:

I hereby certify to the Board of County Commissioners of Hernando County, Florida that the above referenced project has been fully and satisfactorily completed in accordance with the APPROVED PLAN and the provisions of the Land Development Code. I am providing written acceptance, from the property owner, of the site as constructed in accordance with the APPROVED PLAN.

I am forwarding herewith one (1) electronic copy in .DWG Autocad 2000 or newer format and one (1) electronic copy in .PDF format of the AS-BUILT PLAN which shows the improvements as constructed including dimensions and elevations. The AS-BUILT PLAN has been certified as correctly indicating actual conditions of construction.

By: _____
(Printed Name)

By: _____
(Signature)

Registered Engineer Number
State of Florida: _____

Date: _____

SEAL REQUIRED