

Sewer Line Extension As-Built Checklist



Disclaimer: This checklist is provided to consulting engineers and surveyors to assist in compiling as-built plans and other administrative documents for submittal to Pierce County Planning & Public Works.

This checklist is a guide to assist the engineer or surveyor in providing the minimum information required for as-built plan submittal. It should be used in conjunction with the [sewer line extension standard as-built plan](#) in completing your as-built plans. The complexity of the design may require additional information not included on this checklist.

Please make sure you are using the most recent version of this checklist before compiling an as-built. If you have any questions, please contact our office at (253) 798-2737.

The consulting engineer or surveyor should complete this form and include it with as-built plans on the initial submittal.

Completed by: _____ Date: _____

General Information

Done N/A

- 1. Project Name: _____
- 2. SWLE Number: _____
- 3. Engineer/Surveyor Name: _____
- 4. Address: _____
- 5. Phone: _____
- 6. Owner Name: _____
- 7. Owner's Contact Person: _____
- 8. Address: _____
- 9. Phone: _____

Submittals

Done N/A

10. As-built plans must be stamped, signed and dated by an engineer or surveyor licensed in the State of Washington. As-built plans must be noted as "AS-BUILT" on every plan sheet.
11. As-built plans must be submitted through the online permitting system.
12. The approved design plans (or the same CAD file as the approved design plans) must be used to create the as-built plans for submittal. As-builts prepared on plans with dropped layers and/or changes in line type and text will be returned without formal review.
13. Provide calculations for all sewer mains at grades of less than those shown on the approved plans, but not greater or equal to 0.5% for residential or 1% for commercial, demonstrating that a minimum self-cleaning velocity of 2 ft/sec can be obtained at full build-out of the project and/or tributary sewer basin.
For more information, see the [Calculation of Minimum Pipe Slopes to Obtain Self-Cleaning Velocities in Sanitary Sewer](#) handout. Calculations must be stamped, signed, and dated by an engineer or surveyor licensed in the State of Washington.

Drafting

Done N/A

14. No color text or graphics allowed.
15. Minimum text height is 0.08 inches. Minimum line width is 0.005 inches. Smaller text and lines may be allowed if they are legible and can be scanned and reproduced.
16. Use hatching patterns (lines or dots) instead of solid hatching.
17. Do not obscure design information except when crossed out to provide as-built information.
18. Where the as-built information differs from that shown on the approved design plans, the design information shall be crossed out with a single or double line and the as-built information shall be printed adjacent, above or below it.

Mainlines and Manholes

Done N/A

19. All sewer-related dimensioning, pipe types, pipe diameter, pipe slopes, horizontal and vertical bends, fittings, valves, stationing, offsets, bearings and distances, and rim and invert elevations must be field verified and the actual values shown on the as-built plans where they differ from those shown on the approved design.
20. As-built information must be shown at every view, sheet and detail that the design information was depicted on the approved plans.
21. Pipe lengths must be measured from inside wall of manhole to inside wall of manhole, not center-to-center.
22. Manhole invert-in and invert-out elevations (not manhole centerline elevations) must be shown. Pipe slopes must be calculated using the invert-in and invert-out elevations.
23. Show all existing and proposed manholes, cleanouts and sewer lines located on or adjacent to parcel shown. Label existing sewer lines as dashed line, and proposed sewer lines as solid line.
 - Existing and proposed private manholes must be named with the following convention: "SSMH # (permit number)-#"
Example: private manhole #4 of SWLE 409235 = SSMH # 409235-4
 - Existing and proposed public manholes must be named with the following convention: "SSMH # (assigned number)"
Example: public manhole #10983 = SSMH #10983
 - Cleanouts should be labeled as SSCO instead of SSMH

Note: Letters are not allowed in the manhole numbering sequence (e.g. "SSMH # 409235-4A").

Side Sewer Stubs

Done N/A

24. Side sewer stub stationing shown on the plans must be crossed out. If a table was used, the entire table must be crossed out.
25. As-built side sewer stub locations must be provided in the specified ["bubble" format](#) shown on the As-Built Standard Plan.
26. The side sewer stub location information (i.e. "bubble") must be shown within the lot for which the stub is intended to serve. If lot size does not allow for placement of the bubble within the lot, then a leader must be provided from the bubble to the upstream end of the side sewer stub, and the bubble must be located so that it is aligned with the lot.
27. All side sewers shall be located a minimum of 10 feet from an adjoining property line unless private sanitary sewer easements are provided. Side sewer depth at the property line shall not exceed 8 feet unless otherwise approved by Pierce County.
28. Gravity side sewer stubs shall have a minimum 2% slope.
29. Two feet minimum horizontal separation is required between pressure side sewer stubs. Two feet minimum horizontal separation is required between gravity stubs on opposing sides of the sewer main. Ten feet minimum horizontal separation is required between gravity side sewer stubs on the same side of the sewer main. Five feet minimum horizontal separation is required between side sewer stubs and the outer wall of manholes unless the stub is connected to the manhole

Easements

Done N/A

30. If there are additional **off-site** or **on-site** public sanitary sewer easements required, submit the name (and title, if the owner is a company) of the individual(s) empowered with signing easement documents for the property owner(s), and an electronic copy of the legal description of the easement and graphic drawing of the easement. The County will draft the easement document for the owner's signature.
31. If there are additional **off-site** private sanitary sewer easements required, submit the draft private easement documents for our review prior to execution and recording with the Pierce County Auditor's Office. If the proposed private sewer line will serve more than one existing parcel, a draft Perpetual Reciprocal Easement, Mutual Maintenance Agreement and Covenant Running with the Land must be submitted for our review prior to execution and recording with the Pierce County Auditor's Office. Only the standard Pierce County form is acceptable.
32. If there are additional **on-site** private sanitary sewer easements required, and the final plat has already been recorded, submit the draft private easement documents for our review prior to execution and recording with the Pierce County Auditor's Office. If the proposed private sewer line will serve more than one existing parcel, a draft Perpetual Reciprocal Easement, Mutual Maintenance Agreement and Covenant Running with the Land must be submitted for our review prior to execution and recording with the Pierce County Auditor's Office. Only the standard Pierce County form is acceptable.
33. All public and private easements must be recorded and their boundaries and Auditor's Fee Numbers (AFNs) shown on the as-built plans prior to as-built plan approval.
34. Show the bearings and distances of existing or proposed sewers within existing or proposed easements, as well as the easement boundaries.

Bonding

Done N/A

35. Submit a complete, itemized [Contractor's Construction Cost Letter](#) for all the sanitary sewer facilities to be dedicated to Pierce County, including the cost for sewer stubs. The cost letter shall also include the cost for restoration work to existing pavement. The cost letter does not need to include the cost of hot mix asphalt used for new road construction provided that a separate maintenance guarantee for these improvements will be in force through Pierce County Planning & Public Works (or the local jurisdiction) for a minimum of 12 months after final written acceptance of the sanitary sewer improvements.
36. Once the County has accepted the itemized cost breakdown, submit to this department a Maintenance Bond (or an Assignment of Funds in lieu of a Maintenance Bond) in the amount of ten percent of the value of the improvements to be dedicated to the County or \$5,000.00, whichever is greater.

Plats, Short Plats, Binding Site Plans, BLA and Lot Combinations

Done N/A

37. **For SWLEs located in incorporated areas of Pierce County only:**
Prior to approval of the as-built plans of the SWLE, an application for the Plat, Short Plat, Binding Site Plan, BLA or Lot Combination shall be submitted and in accepted status by Pierce County.