



BUILDING, PLANNING & DEVELOPMENT

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Instructions for Applying for As-Built Plan Approval

1. AS-BUILT PLAN SUBMITTAL REQUIREMENTS:

- Letter to the City of Auburn - Board of Public Works and Safety requesting approval and acceptance of the installed infrastructure
- Complete As-Built Plans certifying final installation of all infrastructure systems. Include location, tap locations, grades, inverts, etc. for the following:
 - water infrastructure
 - sanitary sewer infrastructure
 - storm sewer and drainage infrastructure
 - street and sidewalk infrastructure
 - street lighting pedestals
 - stamped by a professional engineer
 - Board of Public Works and Safety signature block
- Include 7 hard copies and 1 PDF copy of the As-Built Plans
- Contractor's cost for each infrastructure system on Contractor's letterhead. Costs shall be detailed and itemized.
- Maintenance Bond or Letter of Credit for 10% of the Contractor's Cost for a period of three years from the date of acceptance by the Board of Public Works and Safety.

2. **PLAN REVIEW & ROUTING:** As-Built Plans, Construction Costs, and Maintenance Bond will be routed to all appropriate City and County Departments for review. Plan review comments from each Department will be compiled and provided to the applicant. Revisions and resubmittals are typically necessary. The initial Plan Review and Routing Process takes about two weeks and review of revised plans takes an additional week for each set of revisions.

3. **MEETING:** Once all of the revisions are made and all appropriate Departments are satisfied, two final hard copies and one PDF copy of the As-Built Plans will be requested for signatures. The As-Built Plans and Maintenance Bond will be placed on the agenda of the next Board of Public Works and Safety meeting. The Department of Building, Planning, and Development will present the As-Built Plans and Maintenance Bond to the Board. Attendance by a representative from the project is typically not required.

4. **SECONDARY PLAT APPROVAL:** Provide secondary plat for approval by Department of Building, Planning, and Development Staff or City of Auburn Plan Commission.



BOARD OF PUBLIC WORKS AND SAFETY - ASBUILT PLAN APPROVAL

Department of Building, Planning, & Development

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PROJECT INFORMATION

Name _____

Location _____

Description _____

Start Date _____

Completion Date _____

CONTACTS

Provide a Contact Name, Company Name (if applicable), Address, Phone, and Email for each individual.

Applicant _____

Property
Owner

Engineer

LOGOS # _____
Date Rec'd _____