

# As-Built Submittal Checklist

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Project name: \_\_\_\_\_

Project address: \_\_\_\_\_

Permit number: \_\_\_\_\_

Date: \_\_\_\_\_

## Step 2: Instructions for Submittal

Two copies of all required applicable items are required to be mailed or dropped off at City of Orlando Permitting Services office, located at 400 S. Orange Avenue, Orlando, FL 32801, first floor.

Please select the items that are being submitted for your projects required close out referencing the permit number and project address above.

### Select all that apply for your submittal:

2 CDs of design file - or other quantity: \_\_\_\_\_

2 As-Built Surveys - or other quantity: \_\_\_\_\_

Maintenance Bond

Performance Bond

Engineer's Certification Letter

CCTV of Storm System on separate media (DVD, USB...)

CCTV of Sanitary on separate media (DVD, USB...)

Lift station start-up report

Pressure test letter from Engineer of Record

Operations and Maintenance Manual for lift station

FDEP application

**Fixed assets form** for public improvements

Letter stating that all storm lines are cleaned

Other/notes: \_\_\_\_\_

\_\_\_\_\_

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Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_