CITY OF ORLANDO

City of Orlando As-Built Survey Checklist

Use this checklist to follow Chapter 5 Requirements of Orlando's Engineering Standards Manual as stated in Section 5.03.

GENERAL REQUIREMENTS

☐ The as-built survey requirements as defined in Section 5.03 and 5J-17 F.A.C. are for both public and private improvements and defined within the section. Was Chapter 5 and 5J-17 reviewed in its entirety?

☐ The as-built survey data must be overlaid on the construction plan set that was approved for your project (electronic files of the plans are the base data). (as-built data must be shown in all plan and profile sheets)

☐ Approved Construction Plan information must be shown in grayscale with the plan information untouched or unaltered.

☐ The as-built survey must be to scale and match the plan scale information.

☐ The as-built survey data will be shown in bold print that is easily discernible from the grayscale plan information.

☐ The as-built survey data must be in Florida State Plane Coordinates, Florida Zone East (0901), North American Datum (NAD) of 1983 (Adjustment based on control) and referenced to published control that must be referenced as to where the control came from. (Plan survey control sheet for example).

☐ The as-built survey data must be in North American Vertical Datum (NAVD) of 1988 and referenced to published control that must be referenced as to where the control came from. (Plan survey control sheet for example).

☐ The as-built survey must be prepared by a Florida Licensed Professional Surveyor and Mapper.

☐ The licensed surveyor must reference and replace any project control points, boundary corners, benchmarks, section corners and any other control monuments that may be lost or destroyed during construction.

☐ Accuracy of all constructed public stormwater and sanitary sewer improvements, and those connected to the public system, shall be within 0.5 feet (+/-6")

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horizontally and 0.2 feet (+/-2.4”) vertically of the location depicted on the construction plan drawings.

☐ All CAD files containing as-built storm and sanitary improvements for both public and private construction must be drawn on a layer beginning with V-STRM for storm pipes, structures and hardware, and a layer beginning with V-SSWR for sanitary sewer pipes, structures and hardware.

☐ Use of addendum or supplemental sheets or sheets that contain a great number of details. This does not replace original sheets that have construct calls.

COVER PAGE

☐ The cover page must be titled As-built Survey, if the as-built survey is a progressive survey, it should be labeled as such and labeled Final As-built Survey at project completion. Must have the permit numbers listed (ex ENG2026-12345, BLD2026-12345)

☐ Survey company information must be displayed on the cover sheet.

☐ The Surveyor’s Certification must be included in the survey. This can either be on the cover, with the certification covering the entire as-built survey with a clear denotation of sheets, upon which the surveyor is certifying. If the cover certification is not used, each page will have to be certified, and the surveyor will sign and seal each sheet. Electronic seals and signatures are not accepted currently.

☐ If there is an index on the cover sheet, the pages containing as-built survey data must be shown in bold.

☐ Only the as-built survey information should be shown in bold, all plan information should be shown in grayscale. No plan information may be removed, deleted or altered other than gray-scaling.

☐ The certification must qualify the purpose of the survey, horizontal and vertical datums and the last date in the field.

☐ Electronically signed documents must meet the requirements of the Florida Administrative Code 5J-17.062.

☐ Submittals must include signed and unsigned versions of the PDFs for marking purposes.

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REQUIRED AS-BUILT INFORMATION

☐ The as-built survey clearly shows the designed and constructed locations and vertical data for ease of comparison between planned and constructed improvements.

☐ Planned improvements required as part of the as-built survey must include:

- Storm and sanitary sewers and structures (including cleanouts), drainage conveyance systems and retention ponds
- Potable and reclaimed water mains and all cleanouts
- Meters, valves, force mains, gas mains and other utilities
- Irrigation lines (2-inch and larger)
- Process piping
- Electric and communication duct banks, traffic and pedestrian signals, pull boxes, cabinets, transformers, structures
- Fences, pavement, curbs, sidewalks, driveways, appurtenances and buildings
- The specified improvements noted above are the minimum requirements and if additional information is needed to confirm the project was built properly it can be requested by the city.

☐ If a structure information table was provided on the plans, then the as-built information shall be shown in the table.

☐ Design callouts shall have a thin strike line through the design call-out and all as-built information must be labeled (or abbreviated “AB”) and be shown in a bolder text that is completely legible.

☐ Pavement and drainage flow line elevation shots shall be taken at an interval sufficient to determine proper drainage function and at grade breaks.

☐ As-built survey shots shall be taken at the same locations as shown on the plans for ease of comparison. Any variations from required material sizes or types shall be noted.

☐ Any sheets that support the as-built survey or sheets that should have as-built data shown on them should be included. This includes the general notes and legend pages, site and civil sheets, plan and profile sheets, structure detail sheets and tables (not typical sections), sheets with construct calls and other sheets that identify the planned improvements to a specified value (stationing, coordinate values and vertical values) and are necessary for a comparison to the planned values versus the completed construction.

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DIGITAL FILES

- ☐ Digital files include CAD and PDF of the as-built surveys that are submitted and are complete with all reference files. Both file types must be received to conduct a review.
- ☐ All CAD files must be complete with reference files and any other documents and images associated with the CAD files.
- ☐ Provide a list of drawing files related to their applicable plan sheets for ease of finding. Submittal files must be organized in an easily searchable manner.
- ☐ CAD files must be identically matching to the signed and sealed as-built survey.
- ☐ The submitted digital files must be in the original format of the plans. i.e. AutoCAD Civil 3d, MicroStation, etc. The City's preferred CAD platform is AutoCAD Civil 3d 2025 or newer.
- ☐ The preferred CAD Standards of the City of Orlando are National CAD Standards. Other standards are acceptable as long as the layers and data are easily discernible and have reference files and other pertinent information included with the submittal.

I certify that I, as signing surveyor, have reviewed the requirements as defined in Chapter 5, of the City of Orlando's Engineering Standards Manual, 5th Edition, and that my as-built survey conforms to the requirements defined therein and highlighted by this checklist.

Signature: _____ Date: _____

Signing Surveyor *Today's Date*

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ADDITIONAL WATER RECLAMATION REQUIREMENTS (Per Chapter 9 of the ESM)

☐ CCTV Review

- City sewers: inspection by City crews depicts no deficiencies
- Private Sewers: review of CCTV inspection recorded on acceptable media depict no deficiencies.

☐ City Lift Station

- Successful start-up attended by Water Reclamation representative(s).
- Lift Station electrical walkthrough: verify no deficiencies.
- Verify Shop Drawings of LS Components have been reviewed by Water Reclamation Division.
- Record Drawing of as-built condition of the lift station site, wet well and valve configuration.
- Start-up Report Certified by EOR
- Copies of O&M manual including pump curve.

☐ Private Lift Station

- Start-up report, certified by EOR

☐ Reclaimed Water

- No deficiencies letter from reclaimed water inspector.
- Reclaimed water inspector to verify as-built survey.

☐ Force Mains (Private and City)

- Pressure Test, certified by EOR

☐ Letter of Project Completion

- Letter from EOR certifying installation of all Sitework has been installed in accordance with all applicable City Standards including the City of Orlando Engineering Standards Manual (ESM) and City Standards Wastewater Details. The Engineer's Certification needs to be site specific and include a discussion about all sitework components designed, installed and inspected, including all wastewater facilities such as sanitary gravity sewer, manholes, lift stations, force mains and related appurtenances.

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I have reviewed the attached as-built survey and approve it for review.

Contractor: _____ Date: _____

Inspector: _____ Date: _____

Construction Manager: _____ Date: _____

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