

**SECTION 15.0 AS-BUILT  
LAND DEVELOPMENT CODE SECTION 6.04.01 C**

**Section 15.01 Introduction**

Construction of all new roadways, drainage and utility improvements require approved construction plans before any work may be started. When that work is completed certain documentation is required prior to issuance of any building certificates of occupancy. One of those items is an “As-Built” Survey meeting the requirements in the St. Johns County As-Built checklist. The As-Built must also be submitted prior to the time of scheduling for the project Final Inspection for horizontal improvements.

Optional Two-Step Process:

If an applicant wishes to obtain building certificates of occupancy prior to installation of the required landscaping they can select a two-part As-Built review so long as no more than thirty-percent (30%) of clearance sheets in a subdivision construction plan have been submitted. The two-part As-Built review consists of an As-Built Infrastructure (AB-I) application review and an As-Built Landscaping (AB-L) review. The As-Built Infrastructure review will document completion of all infrastructure excluding the required landscaping and allows an applicant to receive up to thirty percent (30 %) of the clearance sheets and corresponding certificates of occupancy entitled to the subdivision construction plan for one-hundred eighty (180) days after AB-I approval. The As-Built Landscape (AB-L) review requires the submittal of the AB-L application and would document the installation of the required landscaping and thus complete the entire As-Built process, allowing an applicant to receive the remainder of the clearance sheets and certificates of occupancy entitled to the subdivision construction plan.

Selecting this option means the applicant can only submit a maximum of thirty-percent (30%) of the clearance sheets entitled to the subdivision construction plan before landscape As-Built approval, as well as acknowledge that non-compliance will result in the inability to receive further clearance sheets for that subdivision construction plan. If the applicant has submitted over thirty-percent (30%) of the clearance sheets entitled to the subdivision construction plan, this option is not available. No further clearance sheets will be approved after either 180 days have elapsed after AB-I approval or more than 30% of clearance sheets have been submitted, unless As-Built Landscaping (AB-L) review is approved.

**Section 15.02 General Information**

- A. As-Built are submitted to the Development Services Division for processing.  
Address: 4040 Lewis Speedway  
St. Augustine, FL 32084  
Phone: (904) 209-0660  
Fax: (904) 209-0743
- B. [Fee](#)
- C. Optional two-part As-Built review is an additional \$100.00 at the time the As-Built Landscaping (AB-L) application is submitted.

### **Section 15.03 Application Process:**

- A. The As-Built package consists of several items, all of which must be received before the package is considered complete. These are:
1. Two (2) sets of signed and sealed "Paving and Drainage" As-Built drawings. In addition, an electronic file (.dwg, .dxf, .shp, .dgn) shall be submitted for GIS mapping purposes.
  2. Provide three (3) copies of 24" x 36" "Water and Sewer" As-Built drawings. As-Built shall be black lined original drawings which are reproducible.
    - a. As-Built drawings shall be drawn to the corresponding Utilities, the standards are in the "Manual of Water, Wastewater, and Reuse Design Standards & Specifications".
    - b. For commercial projects the water and sewer As-Built information may be contained on the paving and drainage As-Built.
  3. "Certification by Registered Professional" must be completed by the Registered Professional of record.
  4. For Subdivisions or Roadway, "Certification By Registered Professional Landscape Architect", must be submitted.
  5. DEP wastewater distribution system approval.
  6. DEP water distribution system approval.
  7. Natural Gas system approval.
  8. FDOT final acceptance/close out letter.
- B. If the project is a subdivision, the following items must also be submitted, for release of the construction bond (letter of credit) and certificates of occupancy:
1. Copy of recorded covenants and restrictions establishing the homeowners association.
  2. If the roads are dedicated to the County, a Required Improvements Bond in the amount as established by Plat Resolution, is required in accordance with Section 6.04.08.C.1.
  3. A sidewalk construction bond or letter of credit is required if all sidewalks have not been constructed or copy of recorded covenants and restrictions requiring sidewalk construction prior to certificate of occupancy.
  4. If the Applicant chooses the two-part As-Built review, a completed As-Built-Landscaping application must be submitted if the applicant chooses to obtain

building certificates of occupancy prior to installation of the required landscaping.

C. If water and or sewer is being provided by the St. Johns County Utility Department (SJCUD) the following requirements are in addition to those stated above:

1. One copy of hydraulic pressure test reports as required must be signed and submitted by the contractor upon completion. SJCUD personnel must witness all pressure tests.
2. Disinfection and flushing procedures of water mains shall be witnessed by SJCUD personnel. One copy of testing results and all related correspondence with FDEP shall be submitted to the SJCUD.
3. TV videotapes and written reports for gravity sewer systems shall be submitted to the SJCUD upon completion. SJCUD personnel must witness initial commencement of video procedure.
4. One (1) copy of an electronic As-Built file shall be submitted in accordance with the standards set in the Utility Department's manual. "Manual of Water, Wastewater, and Reuse Design Standards & Specifications.
5. One copy of Grant of Easement inclusive of Restoration Agreement as applicable, Warranty Deed, Bill of Sale, schedule of construction values, Final Release of Lien and a corporate resolution authorizing the conveyance of property easement, water and/or wastewater infrastructure to the SJCUD.
6. One copy of the Developer's Utility Contractor Warranty, without limitation, against defects in design material and workmanship for a one year period following the date of final acceptance by the County.
7. Final FDEP acceptance letters to place systems in service must be received by the SJCUD prior to final acceptance of the development.

D. The As-Built application process offers two options for submitting and approving As-Builts for subdivisions. These include:

1. One-Step process for full As-Built submittal (AB).
  - a. If at any time an applicant is not eligible for the Two-Step process in 15.03.D.2 below, an applicant must use this One-Step process. An applicant who starts a One-Step process may still transition to a Two-Step process so long as the applicant remain eligible.
  - b. Submittal package includes all items listed in section 15.03.A-C above and confirms completion of work as related to Paving and Drainage, Water and Sewer, and Landscaping.

- c. When all items have been addressed, certificates of occupancy may be released in addition to the construction bond or letter of credit if one was required.
2. Two-Step process for As-Built Infrastructure (AB-I) submittal and As-Built Landscape (AB-L) submittal.
- a. An applicant may use the Two-Step process so long as the following requirements are met:
    - i. No more than thirty percent (30%) of clearance sheets (see DRM Section 17) in the subdivision construction plan are submitted. This amount includes any model home units for which clearance sheets are submitted;
    - ii. Applicant acknowledges that in exchange for the ability to obtain certificates of occupancy prior to completing landscaping improvements the maximum amount of clearance sheets and certificates of occupancy issued without obtaining AB-L approval is limited to 30% of the subdivision construction plan entitlements;
    - iii. Applicant has not previously received As-Built Infrastructure (AB-I) review and approval under this Two-Step process for all or part of the same portion of land.

If at any time an applicant does not meet these requirements, an applicant must use the One-Step process in section 15.03.D.1 and full As-Builts must be submitted and approved prior to any issuance of a building certificate of occupancy.

- b. As-Built Infrastructure (AB-I) package is submitted first, including and confirming completion of work as related to Paving and Drainage, and Water and Sewer.
- c. If all items have been addressed for the AB-I, clearance sheets and certificates of occupancy may be released subject to the following conditions:
  - i. No more than one-hundred eighty (180) days have passed from the date of the AB-I approval. Once this period has passed no further clearance sheets will be issued, renewed, or accepted unless applicant receives As-Built Landscape (AB-L) review and approval;
  - ii. No more than thirty-percent (30%) of clearance sheets or certificates of occupancy within the approved subdivision construction plan have been submitted or approved. Once this threshold has passed no further clearance sheets will be issued, renewed, or accepted unless applicant receives As-Built Landscape (AB-L) review and approval.

No extensions of time or increases in thresholds are permitted. If at any time Applicant is not compliant with either above condition, no further clearance sheets will be issued unless applicant receives AB-L review and approval. Currently valid clearance sheets legally issued prior to the one-hundred eighty (180) expiration may receive certificate of occupancies; however, in no event shall more than 30% of the entitlements in the subdivision construction plan be issued certificate of occupancies unless the applicant receives AB-L review and approval.

- d. As-Built Landscape (AB-L) package, which includes the required "Certification by Registered Professional Landscape Architect" of all improvements and components of the Landscape Plan is then reviewed confirming that work has been completed.
- e. When all items have been addressed for the As-Built Infrastructure (AB-I) as well as the As-Built Landscaping (AB-L), the remaining clearance sheets and certificates for occupancy may be released for all residential entitlements designated within the approved subdivision construction plan as well as the construction bond or letter of credit, if one was required.
- f. The full As-Built fee shall be paid when the As-Built Infrastructure (AB-I) is submitted, but the AB-I will not receive an Environmental Department review for required landscaping. There will be an additional fee for the As-Built Landscaping (AB-L) review.

#### **Section 15.04 Review Process**

- A. The As-Builts are reviewed for specific information and format. These include:
  1. Preparation and certification by Florida Registered Land Surveyor.
  2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
  3. Name, address, registration number of certifying professional.
  4. North arrow.
  5. Street names.
  6. Easements as shown on approved Paving and Drainage drawings must be depicted on "As-Builts".
  7. Location, elevation and datum of the Benchmark used.
  8. Approved Paving and Drainage Plans may be used for the "As-Built" drawings when all construction is in substantial compliance with approved plans. The certifying professional may edit all changes in design elevations and indicate "As-Built" conditions. If substantial deviations have been made, new "As-Built" drawings will be required.

9. Show elevations along centerline of pavement and at gutter flowline at a minimum interval of 100 feet and at the following changes in vertical and horizontal alignment: PVC and PVT, low points and high points, curb returns and centerline intersections.
  10. Show locations and elevations of (a) drainage structures (catch basins, manholes, etc.); (b) pipes (include invert, size, type, and length); (c) ditches swales and canals, etc. (separate from roadway) and; (d) any other improvements or features used for conveyance of stormwater.
  11. Show location and elevation along top and bottom of banks for retention/detention basins, at changes of direction and at 50 ft. intervals.
  12. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.)
- B. Comments for corrections or changes will be provided to the applicant within 10 working days of submittal. When all items have been addressed certificates of occupancy may be released in addition to the construction bond or letter of credit if one was required for your project.

## Certification by Registered Professional of Record

Project Name:

Development Permit Number:

I hereby certify that all improvements to the above referenced project and all components of the stormwater management system have been built in substantial compliance with the approved plans and specifications on file at St. Johns County and the project is ready for final inspection. Any deviations will not place the site out of compliance with the St. Johns County Land Development Code and furthermore will not prevent the stormwater management system from functioning in compliance with the requirements of St. Johns County when properly maintained and operated.

These determinations have been based upon onsite inspection(s) by me or by my designee under my direct supervision and my review of the As-built drawings accompanying this certification.

Attach a list of all Deviations from the Approved Plans and Specifications.

As-builts will not be accepted/approved if substantial deviations are not listed or if the As-built does not coincide with the approved construction plan. Deviations may be approved with proper documentation from the Registered Professional of record.

Confirm the Following Approvals:

N/A   Y   N

DEP Wastewater Acceptance Letter

DEP Water Acceptance Letter

SJRWD As-built Notification

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Florida Registration Number

\_\_\_\_\_  
Date and Seal

## Certification By Registered Professional Landscape Architect or Engineer

Project Name:

Development Permit Number:

I hereby certify that all improvements to the above referenced project and all components of the Landscape Plan have been built in substantial compliance with the approved plans and specifications on file at St. Johns County and the project is ready for final inspection. Any deviations will not place the site out of compliance with the St. Johns County Land Development Code.

These determinations have been based upon onsite inspection(s) by me or by my designee under my direct supervision and my review of the As-built drawings accompanying this certification.

Attach a list of all Deviations from the Approved Plans and Specifications.

As-builts will not be accepted/approved if substantial deviations are not listed or if the As-built does not coincide with the approved construction plan. Deviations may be approved with proper documentation from the Registered Professional of record.

Confirm the Following Approvals:

N/A Y N

- DEP Wastewater Acceptance Letter  
   DEP Water Acceptance Letter  
   SJRWD As-built Notification

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Florida Registration Number

\_\_\_\_\_  
Date and Seal





# St. Johns County Subdivision As-built Drawing Requirements

## General

- 1. Must be prepared and certified by a Florida Registered Land Surveyor.
- 2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
- 3. Name, address, registration number of Florida Registered Land Surveyor responsible for preparing "AS-BUILT".
- 4. North Arrow.
- 5. Street Names.
- 6. Easements as shown on approved paving and drainage drawings must be depicted on "AS-BUILT".
- 7. Location, elevation and datum of the Benchmark used.
- 8. Show location of all on and offsite improvements including paving, driveways, buildings, walkways, buffer, fencing, dumpster enclosure detail, and all accessible routes to the elements and facilities, including parking when applicable, to confirm that the proposed improvements were constructed according to the approved plans.

## Pavement with curb and gutter

- 9. Show elevations along centerline of pavement and at gutter flowline at a minimum interval of 100 feet and at the following changes in vertical and horizontal alignment: PVC and PVT, low points and high points, curb returns, and centerline intersections.

## Drainage-Conveyance Systems

- 10. Show location and elevations of (a) drainage structures (catch basins, manholes, etc); (b) pipes (include invert, size, type, and length); (c) ditches, swales, and Canals, etc. (separate from roadway) and; (d) any other improvements or features used for conveyance of stormwater.

## Drainage-Stormwater Retention/Detention Basins

- 11. Show location and elevations along top and bottom of bank at changes of direction and 50' intervals.
- 12. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.

## Water and Sewer

- 13. Water Distribution System "AS-BUILT", if applicable.
- 14. Wastewater Collection System "AS-BUILT", if applicable.
- 15. Horizontal and vertical location of sewer manholes, and lateral service connections (including pipe inverts).
- 16. Horizontal location of water meters, valves, fire hydrants, back flow preventors, etc.
- 17. Horizontal and vertical location of lift stations/wet wells if applicable with inverts of all connecting piping and pump description indicating size and type of pumps installed.

## Other Utilities

- 18. Horizontal and vertical location.



# St. Johns County Commercial As-Built Drawing Requirements

## General

- 1. Must be prepared and certified by a Florida Registered Land Surveyor.
- 2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
- 3. Name, address, registration number of Florida Registered Land Surveyor responsible for preparing "AS-BUILT".
- 4. North Arrow.
- 5. Street Names.
- 6. Easements as shown on approved paving and drainage drawings must be depicted on "AS-BUILT".
- 7. Location, elevation and datum of the Benchmark used.
- 8. Approved Paving & Drainage Plans may be used for the "AS-BUILT" drawings when all construction is in substantial compliance with the approved plans. Cross through all changes in design elevations and indicate "AS-BUILT" conditions. If substantial deviations have been made new "AS-BUILT" drawings will be required.

## Improvements

- 9. Show location of all on and offsite improvements including paving, driveways, buildings, walkways, buffer, fencing, dumpster enclosure detail, and all accessible routes to the elements and facilities, including parking to confirm that the proposed improvements were constructed according to the approved plans.
- 10. Sufficient elevations must be shown to confirm that the proposed improvements were constructed according to approved plans, including finished floor elevation(s).
- 11. Sufficient dimensional data to confirm that the proposed improvements were constructed according to approved plans.

## Drainage-Conveyance Systems

- 12. Show location and elevations of (a) drainage structures (catch basins, manholes, etc); (b) pipes (include invert, size, type, and length); (c) ditches, swales, and Canals, etc. (separate from roadway)) and; (d) any other improvements or features used for conveyance of stormwater.

## Drainage-Stormwater Retention/Detention Basins

- 13. Show location and elevations along top and bottom of bank at changes of direction and 50' intervals.
- 14. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.

## Water and Sewer

- 15. Horizontal and vertical location of sewer manholes, and lateral service connections (including pipe inverts).
- 16. Horizontal location of water meters, valves, fire hydrants, back flow preventors, etc.
- 17. Horizontal and vertical location of lift stations/wet wells if applicable with inverts of all connecting piping and pump description indicating size and type of pumps installed.

## Other Utilities

- 18. Horizontal and vertical location.



# St. Johns County Growth Management Department

Application for:

Date

Project Name

Property Owner(s)

Address

Fax Number

City

State

Zip Code

e-mail

Are there any owners not listed?

 No Yes

If yes please provide information on separate sheet.

Applicant/Representative

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Property Location

No. of clearance sheets submitted (if applicable)

Number of lots associated with subdivision construction plan

Narrative

I understand that if the applicant chooses to do the optional two-part (AB-I) and (AB-L) review process, a signature is required below acknowledging that no more than thirty-percent (30%) of clearance sheets and associated certificates of occupancy shall be issued until the entire As-Built review process is complete.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signed By

Printed or typed name(s)

# Subdivision Permitting Process: As-Built Options

