



As-Built Notifications, Instructions, and Submittals

Per the City Planning & Development “Plan Presentation Criteria” and Public Works Policy Document No. 880544 (See the Policies page under Land Development Submittal Process on the Process Overview page), it is the responsibility of the Permittee to submit As-Built drawings for both Sanitary Sewer and Storm Sewer for review as part of the performance of the work. Once the construction activity is signed-off in KIVA with a decision of “FIELD ACC”, for the “SEC-ISASBR” (SEWER INSP’N SIGNOFF/ASBUILT REQUESTED), activity then the Permittee is required to submit the drawings. The typical final sign-off decision of “FIELD ACC” stands for “Permit Field Activity Completed” and does not signify permit acceptance.

As-Built Request Letter

A letter will be sent to the Permittee and the Engineer of Record notifying them to submit As-Built drawings, once construction is signed off by the Inspector. If there are both sanitary and storm sewers on the project, both as-built drawings will need to be approved before the work will transition into the maintenance period. The as-built drawings do not have to wait to be submitted until after the “Request for As-Built letter” is received. The As-built can be submitted once the “SEC-ISASBR” activity is signed off, by printing the permit summary from KIVAnet.

As-Built Submittal Instructions

As-built drawings are to be submitted within thirty (30) days from the date of the “Request for As-Built” letter and the activity is signed-off in the permit in KIVA. The drawings must be approved prior to any connections being allowed and for the permit to move into its maintenance period. Enforcement actions may be taken to ensure that the City receives the required as-built drawings of the sewers in accordance with Chapter 64-4 of the City’s Code of Ordinances.

As-Built drawings may be submitted via one of the following methods:

- Submit hard copy As-builts on mylar
- Via e-Builder electronic document submittal
- As a pdf on a CD
- via email to QCR with prior approval of the review engineer and QCR Staff.

The Engineer of Record should submit two (2) sets of As-Built drawings, through QCR:

City Planning and Development Department - Development Services
 Attn: Sy Noorbakhsh, C.B.O. Supervisor of Plans Management
 Permits Division, Plans Management Branch
 Kansas City, Missouri 64106
 Tele: (816) 513-1500 Opt #3 then Option #3 again
 E-mail: sy.noorbakhsh@kcmo.org
 Fax: (816) 513-1484

The submittal should include the Submittal Checklist (IB 159) along with any Certification letters for Storm Sewer larger than 48” diameter.

As-Built Requirements

As-Built drawings should include both Sanitary and Storm service lines if applicable. The As-Built drawings should also include Storm Detention basin grading, structures, and appurtenances.

*The infrastructure that shall be as-built will not become a City asset until the As-Built drawings are review and approved and the constructed infrastructure has endured without the need of any repair throughout the maintenance period.