



**CITY OF TWIN FALLS**  
**Engineering Department**  
203 Main Ave East  
P.O. Box 1907  
Twin Falls, ID 83303-1907

Phone: 208-735-7248  
Fax: 208-736-2641  
www.tfid.org

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## **Engineering As-Built Submittal Checklist**

**Submittal Date:** \_\_\_\_\_

### **Project Information:**

Subdivision Name **or** Project Name: \_\_\_\_\_

Subdivision Phase **or** Project Permit No.: \_\_\_\_\_ Project Address: \_\_\_\_\_

### **Engineering Firm:**

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **As-Built Submittal Requirements:**

As-built submittals are required for all commercial and residential subdivisions and projects that require a Public Infrastructure Permit. As-builts shall verify the horizontal locations of all public infrastructure (water, wastewater, stormwater, pressure irrigation, gravity irrigation) and vertical locations of gravity facilities (stormwater and gravity irrigation).

- Paper Plan Set.**
  - One (1) - 24" x 36" plan set.
  - Plan set is labeled "AS-BUILT" or "RECORD DRAWING" with the date of the as-built.
  - Plan set is wet stamped and signed by the Engineer of Record.
  - Subdivision** plan set submittals shall only include the phase (i.e. Phase 1) that was constructed. The phase lines shall be clearly delineated on the master development plan as well as all related plan and profile sheets. All end of phase stub-out locations of utility mains (i.e. water, wastewater, stormwater, pressure irrigation, gravity irrigation) shall be clearly delineated. Plan set shall include any off-site utility upgrades that were required as part of the subdivision.
  - Project** plan set submittals are required for all projects with public infrastructure (i.e. water, wastewater, stormwater, pressure irrigation, gravity irrigation). Plan set shall include any off-site utility upgrades that were required as part of the project.
- CAD Files - submit on a CD or a flash drive.**
  - Drawing files in an AutoCAD .dwg format.
  - Drawing files include entire project, or construction phase, in a single base drawing and include all sheet files.
- PDF Files (stamped & signed by Engineer of Record) - submit on a CD or a flash drive.**
- Engineer's Check-off & Certification form (stamped & signed by Engineer of Record).**
- Verified all Testing & Inspection Reports have been submitted. All reports should be emailed to: [engineeringinspectors@tfid.org](mailto:engineeringinspectors@tfid.org)**