



Town of Bellingham

AS-BUILT POLICY

Prepared by:

The Bellingham Planning Office
2 Mechanic Street
Bellingham, Massachusetts 02019
PHONE (508) 657-2892; FAX (508) 966-2317
PlanningBoard@bellinghamma.org

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Introduction

After the Planning Board has issued permits for a project, and there have been no appeals, a developer may begin construction. It is expected that the project will be constructed in accordance with the approved plans. Changes that happen during the construction phase should be brought to the attention of the Planning Board. During construction an inspector from the Town will periodically be on site to review the work. Prior to the issuance of the occupancy permit, final As-Built Plans will be reviewed and approved of by both the inspector and Planning Board.

As-Built Policy

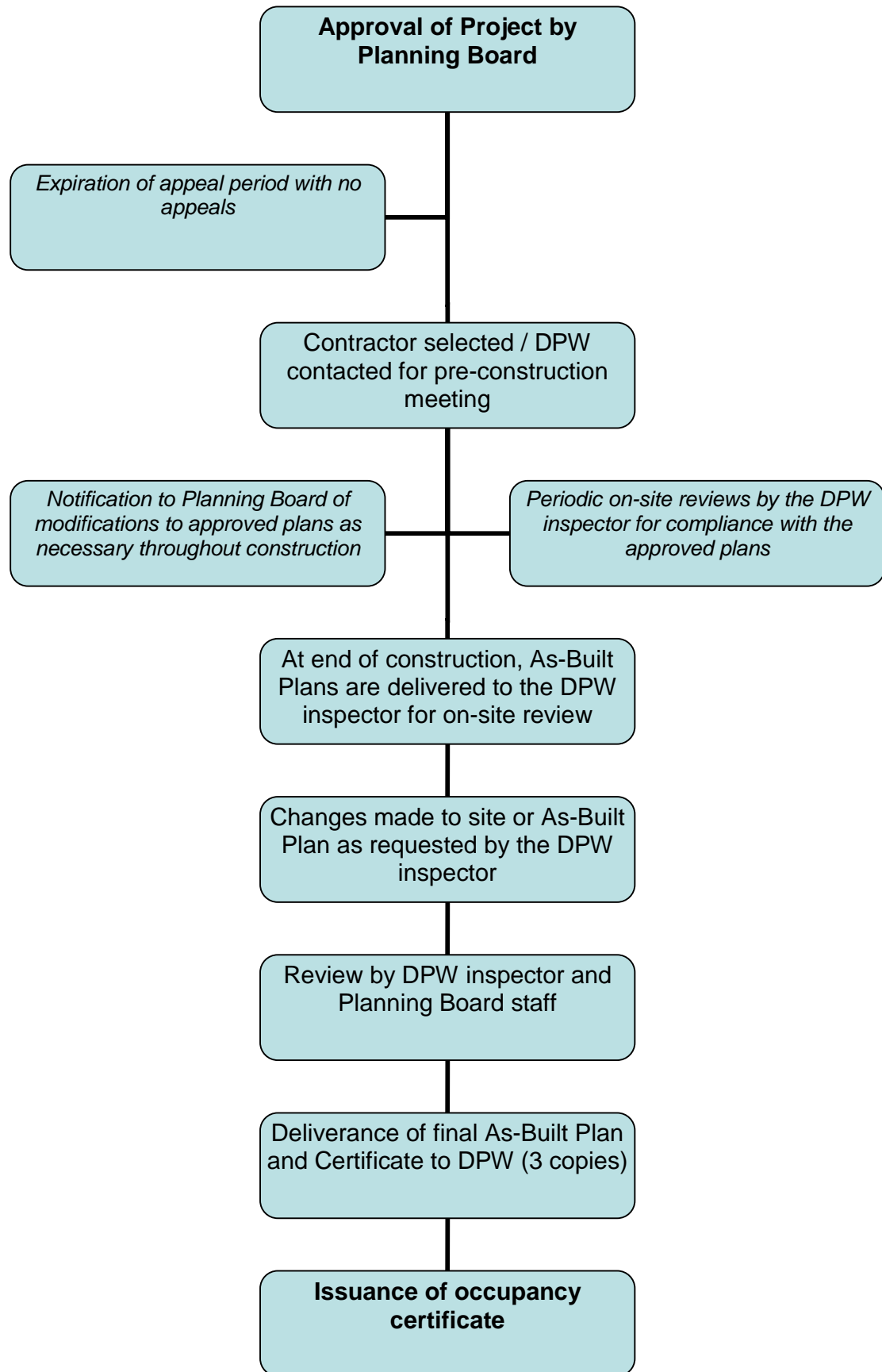
The Town of Bellingham has established an “As-Built” procedure to confirm that the project was built according to the approved plans. As-Built information shall be provided on the form in the Appendix to the Department of Public Works as follows:

- As-Built information shall be provided to the Department of Public Works after installation of all underground utilities (water, sewer, drain, gas, electric, communications, etc.) and site construction (roads, access ways, driveways, parking, landscaping, lighting, etc.) noted on the approved plans or referenced in the decisions or special permits issued by the Planning Board, and prior to issuance of certificate(s) of occupancy.
- As-Built information shall consist of both a certification from a registered land surveyor, professional land surveyor, or professional engineer that all construction has been completed in accordance with the approved Development Plan, and a stamped As-Built Plan (Record Drawing) showing the location of all buildings and structures, all utilities, including septic system, leaching area, underground piping, vent pipes, drainage facilities, water wells, well piping, electric, gas, and telecommunications lines showing that all construction has been completed in accordance with the approved Development Plan.
- For all projects, including projects that are non-jurisdictional to the Wetlands Protection Act, the review of the As-Built Plans shall be inclusive of the permitted stormwater management system. The As-Built Plans, certified by a PE and/or Registered Land Surveyor, shall include basin contours, elevations of all constructed stormwater structures within the basin, identification, location and elevation of all stormwater structures located within the stormwater system, and all other pertinent information consistent with the permitted Plan of Record. In addition, a maintenance statement or current completed maintenance record shall be included with the As-Built Plan submittal to demonstrate compliance with the approved Operation and Maintenance Plan for the site.
- Prior to the issuance of the occupancy permit, one (1) As-Built Plan will be provided to the DPW inspector who will compare the As-Built Plans with the approved plans during a site inspection and note any discrepancies or changes. The inspector may require the developer to make site modifications to the site or As-Built Plans if there are substantial changes on the field that do not match the approved plans.
- The DPW inspector will review the findings with the Planning Board.
- Once the DPW inspector and Planning Board are satisfied that the project has been constructed according to the approved plan three (3) copies of

the stamped As-Built Plan and As-Built Certificate will be provided to the DPW for distribution to the Planning Board and Building Department.

- After receipt of the final As-Built Plan and Certificate, the Planning Board will issue a letter to the Building Department confirming the satisfactory completion of the project and the recommendation to issue the occupancy certificate.

Flow Chart



Appendix

As-Built Certificate
Checklist (Town of Bellingham use only)

AS-BUILT CERTIFICATE
DEVELOPMENT PLAN – SPECIAL PERMIT
PRIVATE ROADWAY OR SUBDIVISION – THREE LOT SUBDIVISION

(This form is to be executed and stamped by a registered land surveyor or professional engineer.)

Project: _____

Street Address: _____, I _____,

_____ hereby certify that all improvements shown on the approved plan entitled _____, dated _____, 20____, and approved by the Planning Board on _____, 20____ have, in all respects, been completed in accordance with the approved project, and that accurate Record Drawings have been delivered to the Department of Public Works.

Signed and Stamped this _____, 20____

**Stamp
Here**

By _____

Signed

RLS, PE, PLS Contact Information:

Phone _____ Fax _____

Email _____

***** SHADED AREA TO BE COMPLETED BY DPW ONLY*****

The Bellingham Department of Public Works has received, reviewed and accepted the Record Drawings and this As-Built Certificate.

Name: _____ Title: _____

Signed: _____ Date: _____

The Record Drawings and As-Built Certificate shall be provided to the Department of Public Works (DPW) after installation of all underground utilities (water, sewer, drain, gas, electric, communications, etc.) and site construction (roads, access ways, driveways, parking, landscaping, lighting, etc.) noted on the approved plans or referenced in the decisions or special permits issued by the Planning Board.

The DPW will not sign off on the building card for any new building and therefore no certificate(s) of occupancy will be issued until the Record Drawings and As-Built Certificate have been accepted.

INSPECTION AND AS-BUILT CHECKLIST
DEVELOPMENT PLAN / SITE PLAN / SPECIAL PERMIT

(To be executed by the designated DPW agent and reviewed and approved of by the Planning Board prior to the issuance of a final Certificate of Occupancy)

Project Name: _____

Date PB Approved Project Plan: _____

Date As-Built Plan Submitted: _____

Inspector(s) Names: _____

CONSTRUCTION INSPECTION		
Completed Inspected and Accepted	Inspected By	Matches PB Approved Plan
Date	Initials	Yes / No (Note #)

As Built Plan	
Accurately Depicts Construction & Ties	Reviewed and Approved by
Yes / No	Initials

Underground Utilities

Water	_____	_____	_____	_____	_____
Sewer	_____	_____	_____	_____	_____
Storm Drain	_____	_____	_____	_____	_____
Gas	_____	_____	_____	_____	_____
Electric	_____	_____	_____	_____	_____
Communications	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Site Construction

Road	_____	_____	_____	_____	_____
Access Ways	_____	_____	_____	_____	_____
Driveways	_____	_____	_____	_____	_____
Pavement markings	_____	_____	_____	_____	_____
Parking Layout	_____	_____	_____	_____	_____
Lighting	_____	_____	_____	_____	_____
Landscaping	_____	_____	_____	_____	_____
Number of Plantings	_____	_____	_____	_____	_____
Location of Plantings	_____	_____	_____	_____	_____

INSPECTION AND AS-BUILT CHECKLIST
DEVELOPMENT PLAN / SITE PLAN / SPECIAL PERMIT

CONSTRUCTION INSPECTION			As Built Plan	
Completed Inspected and Accepted	Inspected By	Matches PB Approved Plan	Accurately Depicts Construction & Ties	Reviewed and Approved by
Date	Initials	Yes / No (Note #)	Yes / No	Initials
Building	_____	_____	_____	_____
Free standing	_____	_____	_____	_____
Directional	_____	_____	_____	_____
Basins	_____	_____	_____	_____
Fencing	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signage

Conservation

Special Conditions

NOTES

As Built Plan Acceptable	DPW	Date	Planning Board	Date
	_____	_____	_____	_____
Building Dept is Authorized to issue Occupancy				