



Town of Bellingham

AS-BUILT POLICY

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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.