



# STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF  
**DESIGN + CONSTRUCTION**  
Division of Infrastructure  
Bureau of Construction

SCOP..... : 10 - 004G

CATEGORY.. : CONSTRUCTION  
Subcategory : CONSTRUCTION

**SUBJECT: AS-BUILT DRAWINGS SUBMISSION**

Keywords ..... : As-Built Drawings

**APPROVED:**

*Associate Commissioner, Richard Zetterlund, P.E.*

Supersedes..... : N/A  
Supplements..... : 98-003, 00-005, 07-002  
Sheet..... : 1 of 1

Issue Date..... : March 25, 2010

For consultant managed projects, all completed Sewer and Highway As-Built drawings must be submitted to Construction Support Unit (CSU) for review prior to finalization. Once approval is gained the Consultant must obtain all required signatures and seals, then submit the Mylar, paper prints copies and electronic copy on CD's or DVD's to CSU. CSU will forward all approved record (As-Built) set of drawings, along with CD's or DVD's to all applicable Agencies.

For projects involving highway work, the Engineer shall submit to CSU two (2) complete sets of duplicate original Mylar As-Built drawings for distribution to the Department of Transportation (DOT). Specifically, the Engineer shall submit two (2) Mylars of a complete set of original drawings and two (2) sets of CDs or DVDs.

For projects involving sewer work, the Engineer shall submit to CSU a complete set of sewer Mylar As-Built drawings plus five (5) paper copies and two (2) sets of duplicate CDs or DVDs for distribution to the Department of Environmental Protection (DEP).

For In-house managed projects with In-house Resident Engineer (RE), the RE must markup the contract drawings, indicating the As-built conditions for sewer and highway work and submit all to CSU for As-Built preparation and processing. All completed As-Built drawings must be signed by the Resident Engineer and the Engineer-In-Charge.

As-Built Preparation Guidelines as well as sample As-Built drawings can be obtained from CSU prior to preparation of preliminary As-Built drawings by the consultant.

This policy is to be reviewed with the field staff at preconstruction and critical phase meetings.