

Record Drawing Requirements

Please note that the information below is an abridged version of PWD's requirements for the preparation of Record Drawings. For more detailed information regarding Record Drawings please refer to Section 5.4.5 of PWD's Stormwater Management Guidance Manual.

A. General Requirements

1. The Contractor must keep a copy of the Post Construction Stormwater Management Plan most recently approved by PWD (Approved PCSMP) on-site at all times and document all changes from the Approved PCSMP as they occur. Documentation of these changes must be available to PWD's inspection staff at all times during construction.
2. A licensed professional (see item 5 below) must complete the Construction Certification Package during construction. Refer to the Construction Certification Package for more information regarding what type of licensed professionals may complete SMP Construction Certification Forms. The Contractor should not cover, backfill or seal any SMP until the information required for the Record Drawing(s) and the Construction Certification Package has been acquired.
3. When construction is completed, a marked-up version of the Approved PCSMP must be prepared that indicates all changes or deviations from the Approved PCSMP. The measurements required in the project's Construction Certification Package must be reflected on these drawings.
4. This marked-up copy of the Approved PCSMP, and any supplementary documentation, will be considered the project's Record Drawing(s).
5. Record Drawings may be prepared by any of the following licensed professionals: Professional Engineers, Registered Architects, Landscape Architects, Professional Land Surveyors, Professional Geologists, and Licensed Contractors. Each plan sheet must be dated and contain the signature and professional seal or Contractor License Number of the preparer. Please note, for NPDES-permitted projects, that PA DEP may have different requirements concerning the types of professionals who may prepare record drawings/as-builts. The applicant is strongly encouraged to refer to PA DEP's requirements before selecting a professional to prepare Record Drawing(s) for PWD.
6. The Record Drawings represent the project's as-built conditions, including all revisions made necessary by change orders, design modifications, requests for information and/or field orders. The information on the Record Drawing(s) will be assumed to be correct unless it conflicts with any observations made by PWD staff during inspections/site visits.
7. The Record Drawing(s) and the Construction Certification Package must be submitted to PWD for review after construction has been completed but prior to the post-construction inspection.
8. The Contractor shall maintain a copy of all books, records, and documents pertinent to the PCSMP for a period of five (5) years following completion of the contract.

B. Record Drawing Plan Requirements

The Record Drawing(s) must be clear and legible and must meet, at a minimum, the following requirements:

1. Use the Approved PCSMP as a base.
2. Provide a north arrow.
3. Provide a measurable plan scale (not to exceed 1" = 50').
4. Label each document "PROJECT RECORD" in neat, large, printed letters.
5. Highlight information confirmed to be in accordance with the Approved PCSMP in yellow.
6. Identify any deviations from the Approved PCSMP by using red indelible ink to cross out the information on the Approved PCSMP and replace it with the as-built information.
7. Ensure that the information reflected on the Record Drawing(s) is consistent with all measurements required to be documented in the project's Construction Certification Package.
8. Horizontal variations greater than 1.0 foot must be shown dimensionally or through stations.
9. Vertical elevation variations greater than 0.1 feet must be provided for all shown design elevations.
10. Clearly show the location of all stormwater management facilities in plan view.
11. Label the distance from lot lines and buildings to all stormwater management facilities.
12. Provide a benchmark elevation, description, and location on each plan sheet.
13. Label the zoning setback lines, if applicable.
14. Label the location of all utilities.
15. Label all spot elevations and/or contour lines at one foot intervals.
16. Provide stormwater flow direction arrows.
17. Indicate elevations at the following locations (minimum): across dam embankment, top of riser, at the invert and rim of all orifice openings in the riser, across the emergency spillway, across the bottom of the pond (dry ponds only), at the outlet of the structure, and the outlet of the pipe.
18. Indicate measurements for all openings, weirs, or other flow control devices.
19. Indicate pipe and culvert information (material, length, size, slope, inlet and outlet locations and rim and invert elevations). Include information for energy dissipation measures.
20. Indicate the drainage area to each stormwater management facility if they differ from the Approved PCSMP.
21. Provide details (i.e. plan view and cross-sectional) of each stormwater management practice with all pertinent elevations labeled.
22. The preparer of the Record Drawing(s) must provide the drafting date and prominently display their signature and professional seal, or, in the case of Licensed Contractors, their signature and City of Philadelphia Department of Licenses and Inspections Contractor License Number, on each Record Drawing plan sheet.