



## **REVISION TO SEWER AS-BUILT SUBMISSION AND APPROVAL PROCESS**

As a follow-up to the bulletin issued on July 2019 regarding as-built reviews, Water Resources, Utility Records and Application Services has continued to work together to further streamline the submission and approval process to gain efficiencies and to serve the industry better.

Commencing June 1, 2020, the following changes will take into effect on sewer as-built reviews as outlined below:

1. New drawings submitted to The City on or after June 1, 2020:
  - As-built sets must be submitted electronically in AutoCAD and PDF format to Standards and Agreements (S&A) by email at [WaterUtilityAsbuilt@calgary.ca](mailto:WaterUtilityAsbuilt@calgary.ca). This practice allows concurrent comprehensive reviews for both sewer contents and CAD standards after which combined comments will be sent back to the Consultant at once (this is different than the pre-existing process). Due to a size restriction with email submissions, documents larger than 20MB must be submitted in parts and noted in subject line as “1/2, 2/2” in addition to the Subdivision Name and Phase #.
  - If no deficiencies are found in both sewer and CAD drawing reviews, S&A will issue a letter of acceptance to the applicant by email, with a cc to CAC-Public Infrastructure. ***This would allow the consultant to request a security reduction from \$30K to \$10K from CAC.*** If deficiencies are observed, the drawings will be sent back with issues to be resolved and be re-submitted. See attached workflow for reference.
  - Final drawings incorporating all Sewer and Drafting comments must be submitted in AutoCAD format to [WaterUtilityAsbuilt@calgary.ca](mailto:WaterUtilityAsbuilt@calgary.ca) accompanied by a Memo bearing the company’s letterhead and permit to practice, signed and stamped by the consultant’s “engineer of record”. Memo template attached.
  - By signing and stamping the Memo which is attached to the cover letter and the as-built drawings, the engineer of record acknowledges they have reviewed and completed all changes, and all outstanding items for both sewer contents and CAD standards have been addressed (previously, this process is only applicable to CAD standard reviews). Upon receipt of the re-submission and the Memo, The City will deem the Block Profile (BP) drawings complete and an FAC for the as-built drawings will be issued. ***The BP drawings would then be accepted and a request by consultant to release the final \$10K security for as-built can be made to CAC.***
  - In applicable cases, the approval of the BP drawings will enable the Development Agreement to be closed.
  - Please note we will be doing spot checks to ensure accuracy and completeness of changes being made.



2. Drawings submitted prior to June 1, 2020 follow the current review process except that drawings will now be submitted to [WaterUtilityAsbuilt@calgary.ca](mailto:WaterUtilityAsbuilt@calgary.ca).
3. With recent implementation of the new Standard Block Profile Specifications, more information will be provided at a later date on how these new sets will be reviewed.

Effective June 1, 2020, Standards and Agreements within Inspection Services, Water Resources is the sole contact for both sewer and CAD review inquiries. Questions can be forwarded to [WaterUtilityAsbuilt@calgary.ca](mailto:WaterUtilityAsbuilt@calgary.ca).

Water Resources is currently revising its webpage to display the updated As-built Queue List (currently posted in CAI-UR's webpage) and FAQs that could assist applicants on the new process. Once the new webpage is ready, another communication will be sent-out timely.

For more information please contact May Cayanan at [may.cayanan@calgary.ca](mailto:may.cayanan@calgary.ca) or Mauro Ficaccio at [mauro.ficaccio@calgary.ca](mailto:mauro.ficaccio@calgary.ca).

Attachments:

Memo Template  
New Process Workflow

**Draft Memo:**

To whom it may concern,

We have reviewed the markups, comments, and all items on the checklist received on \_\_\_\_\_ date \_\_\_\_\_, related to the as-built drawing submission for:

**CD Number:**

**DA Number:**

**Subdivision Name and Phase**

**Developer:**

**As the engineer of record, I have reviewed this drawing re-submission based on the revisions and the City of Calgary as-built requirements. By stamping and signing below, I confirm the attached re-submitted As Built Block Profile drawings have been completed as per the markups, comments, and all items on the checklist provided.**

**If you have any questions or concerns on this submission, please feel free to reach me at the below contact info.**

**(Add engineering stamp)**

**Signature**

Revised Asbuilt Submission and Review Process

