

City of O'Fallon – Engineering Department

100 North Main Street
O'Fallon, Missouri 63366
www.ofallon.mo.us
636.379.5556



As-Built Permit Application

Permit applications are now submitted online through the O'Fallon Portal, called the O'Fallon Permitting, Licensing, and Enforcement portal (OPLE). This portal allows you to apply for permits, schedule inspections, pay for permits, and view your permitting information realtime online.

<http://www.ofallon.mo.us/engineering>

The portal can be viewed from any browser on any device connected to the

This type of permit is a **Development Application**, not a Permit as the description indicates.

If you have not tried the portal before, please visit the site and click on the 'Account Login' button. Under the area to input the login credentials, select "FORGOT YOUR USERNAME OR PASSWORD" and your login credentials will be e-mailed to you.

Below is the remaining checklist that is still required to be adhered to.

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The following items are to be addressed on all As-Built submittals to the Engineering Department for As-Built review. This list does not represent a full listing of the requirements, but is a representative of the proposed requirements.

Sheet # General Information and Plan View Requirements

- All sheets must be signed, sealed and dated by a Registered Professional Engineer or Professional Land Surveyor.
- All plans sheets shall be on 24" x 36" sheets with graphical scale and north arrow.
- Provide a cover sheet with title and location map of the site. "As-Built" should be clearly labeled on all sheets.
- Indicate the control points used. (USGS benchmark shall be referenced and site benchmark that is used)
- Provide a site plan with As-Built water main locations shown or a copy of the contractor notes. Provide actual water valve locations and elevations (actual valve, not top of standpipe), fire hydrant locations, storm sewer and sanitary sewer top locations. Provide actual street light, junction box, pedestals, and transformer locations for the streetlights and provide an actual location of the conduit system or an approximate location with a copy of the contractor's installation notes for the street light infrastructure only.
- All inlet and/or manhole tops that are built 0.5 feet higher or lower than designed shall be noted on the plan sheets to allow a City inspector to check the surrounding area to ensure appropriate grading and drainage.
- Show all recorded easements on the As-Built to verify that all utilities have been installed within easements per the record plat or easement documents. (water, storm sewer, sanitary sewer, street lights and drainage swales)
- Clearly show the limits of the plat or phase being reviewed for approval.
- Provide spot elevations at all intersections, center of cul-de-sacs and high points of the streets on the As-Built Plans to verify that pavement has been installed per plan and grading was performed as designed. Deviations in elevation from the approved plans of one (1) foot or more shall be shown.
- Provide the location of all permanent drainage swales that carry 1 c.f.s or more during the design storm, with the as-built elevation every 25 feet to show positive drainage. Construction Plans approved prior to June 26, 2008 are not subject to this requirement. (Section 405.230(E)(4)(b) – Ordinance No. 5337)

Sheet # Profile Sheet Requirements

- Provide storm and sanitary sewer profiles with As-Built information for all structures within the limits of plat or phase being reviewed for approval. Top and flowline elevations, distances between structures and pipe slopes shall be shown. All pipe materials shall be per plan. A line shall be drawn through the design information and the As-Built information provided adjacent to it. If As-Built information matches design information, then it shall be clouded.
- All storm sewers shall be checked with As-Built information to ensure adequate pipe capacity and that the depth of hydraulic grade is a minimum of 2 feet from the inlet sill or manhole top. Revised hydraulic grade calculation sheets reflecting As-Built conditions may be required.
- The As-Built distance shall be from center of structure to center of structure. The contractor shall verify incoming inverts are a minimum of 0.2 feet higher than outgoing inverts. City Inspectors shall verify positive drainage.
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Provide the As-Built flow lines of storm and sanitary at all crossing to verify proper separation.

- All inlet and/or manhole tops that are built 0.5 feet higher or lower than designed shall be noted on the profiles.
- No pipe slopes shall be steeper than 20% without special construction requirements. Those requirements shall be noted on the As-Built.
- If pipe slope construction varies more than 10% from design, the Engineer shall evaluate and certify with hydraulic calculations that pipe slopes built outside this tolerance will function properly. Upon review, the City Engineer will determine the acceptability of the system, require additional information or removal of the pipe. Variances to this requirement must be approved in writing by the City Engineer.

Sheet # Detention Requirements

- Provide three (3) cross sections through all detention and retention basins similar to the construction plans with proposed and As-Built grades shown. Label proposed and As-Built elevations for top of berm and bottom of basin. The As-Built grades shall be comparable to the proposed grades or a revised detention report showing adequate storage will be required for review and approval. Retention basins are required to have a minimum depth of ten feet as measured from the lowest point of the basin to the normal pool elevation.
- Provide an As-Built detail of all outfall structures showing top and flowline elevations and weir opening dimensions and elevations.

The first submittal shall include two (2) paper copies* for review along with revised As-Built hydraulic information to the Engineering Department of the City of O'Fallon at 100 North Main Street, O'Fallon MO 63366 for review.

All applicable items on the above list shall be addressed prior to submittal.

If the plans need to be resubmitted to the City after comments have been made, a letter shall be provided indicating how each comment has been addressed. One (1) mylar reproducible, One (1) paper copy* and One (1) electronic copy of the As-Built information in AutoCad® format will be required for final approval.

***Note: paper copies should no longer be utilized as the portal is for uploading electronic versions directly.**