



SAN ANTONIO WATER SYSTEM
GCP As-Built Standards and Submittal Guide
Revised March 2024

A. Water As-Built Standards

I. On Cover Sheet (Show “Water Distribution” on Title)

1. Tabulation of as-built quantities. All mains are classified by size and type, and with the appropriate symbol. As-Built pipe symbols can be found below.
2. Fire hydrant pipe quantities are give separately as follows: 6” D.I. (F.H.) and the symbol is a six-sided polygon.
3. Include materials note by manufacturer:
 - Pipe
 - Valves
 - Fittings
 - Fire Hydrants
4. Include Project Information note:
 - Contractor: Company Name
 - Inspector: Name
 - Date of Completion: Field Acceptance Date (MM/DD/YYYY of field acceptance)
5. Place “AS-BUILT / PLAN OF RECORD MM/DD/YYYY” showing the date of submittal on the sheet (needs to be updated with each submittal).
6. Place SAWS project block with correct information.

II. On Other Sheets

1. Place “AS-BUILT / PLAN OF RECORD MM/DD/YYYY” showing the date of submittal on the sheet (needs to be updated with each submittal).
2. Give measurement of the water main from center of fitting to center/middle of fitting.
3. Show critical dimensions from water main to sewer main or other structures (drains, for example).
4. Place measurements inside appropriate pipe symbol and point leaders to center/middle of fitting.
5. Show distance of water main to the property line, ROW, or water easement.
6. Show water main finished radius if change in direction is accomplished by deflections.
7. Accurately reflect to scale any changes that occurred in the field, such as any changes in alignment, location of valves or fittings, etc. The old alignment should be deleted.
8. Use the valve location symbol or “flag” to show valve measurements at fire hydrants.

All general drawing requirements listed in Chapter 13 – SAWS Utility Service Regulations (USR) apply. An as-built sample which illustrates the above requirements is available on the SAWS website.

See Section C below for instructions on making the submittal.

B. Sewer As-Built Standards

I. On Cover Sheet (Show Sanitary Sewer in Title)

1. Include materials note by manufacturer:
 - a. Pipe
 - b. Manholes
 - c. Fittings
2. Include Project Information note:
 - a. Contractor: Company Name
 - b. Inspector: Name
 - c. Date of Completion: Field Acceptance Date (MM/DD/YYYY of field acceptance)
3. Place "AS-BUILT / PLAN OF RECORD MM/DD/YYYY" showing the date of submittal on the sheet (needs to be updated with each submittal).
4. Place SAWS project block with correct information.

II. On Other Sheets

1. Include overall layout sheet (with benchmark information) and sewer plan and profile sheets.
2. Place "AS-BUILT / PLAN OF RECORD MM/DD/YYYY" showing the date of submittal on the sheet (needs to be updated with each submittal).
3. Show as-built pipe distances from manhole to manhole with correct stationing.
4. Show off-center dimensions from sewer main to ROW or easements.
5. Show critical dimensions from sewer main to water main or other structures (drains, for example).
6. Show sewer laterals with lateral station and lateral information:

Example: Sta. 3+25
 1 – wye
 3 – 45 deg. Bend
 12'- 6" pipe

7. Accurately reflect any changes that occurred in the field, such as any changes in alignment of the sewer main or location of proposed manholes. The old alignment, features, etc. should be deleted.
8. Place SAWS project block with correct information on each sheet.

All general drawing requirements listed in Chapter 13 – SAWS Utility Service Regulations (USR) apply. An as-built sample which illustrates the above requirements is available on the SAWS website.

See Section C below for instructions on making the submittal.

C. As-Built Submittal Guide

All GCP as-built submittals should be made through the online portal located here:

https://sawportal.saws.org/Views/Login_Custom.aspx

In order to take action on any permit, your account will need to be associated with the GCP. To have this done, click the "Contact Us" link at the top right and send an email to that address asking that that be done.

The engineer is responsible for project observations, verifying the completeness and correctness of forms or documentation, and verifying contractor redlines for any discrepancies or omissions. Please ensure that the SAWS project number and full project name matches across all documentation.

I. Initial Submittal:

- Preliminary As-Built / Plan of Record Drawings
- Preliminary Water / Sewer Acceptance Certificate (Use of standard acceptance certificate template located on As-Built website is required)
- Contractor's Redline Drawings / Field Modifications Documentation (not noted on redlines)
- Preliminary Cost Estimate
- Change Orders (if applicable)

After the initial review has been made and revisions are requested, comments must be addressed and submitted until the request for the final submittal has been made. Please provide a written explanation for any comments that were not addressed.

II. Subsequent Submittals:

- Revised As-Built / Plan of Record Drawings
- Revised Water / Sewer Acceptance Certificate
- Explanation for unaddressed comments

Once substantial reviews have been completed and the reviewer is satisfied with the format, the following, completed, final submittal will be requested:

II. Final Submittal:

- As-Built / Plan of Record Drawings (Signed and Sealed)
- Water / Sewer Acceptance Certificates (Signed and Sealed)
- Certificate of Review on Engineer's Letterhead (Signed and Sealed)
- Warranty Assignment Letter by Developer or Developer's Engineer
- Warranty Letter from Contractor
- Payment and Receipt Affidavit
- CAD file of the water/sewer main alignment (AutoCad 2018 or MicroStation Connect Edition Update 16 Version 10.16.03.11)

Examples of the above documents can be found on the SAWS website.