



RECORD DRAWING CHECKLIST

SUBMITTAL REQUIREMENTS:

- Intermediate Record Drawings
 - **Must be provided prior to paving operations.**
 - All proposed grade elevations shall be lined-through, and the as-built grades provided next to them.
 - Indicate As-built location of:
 - Storm sewers
 - Sanitary sewers
 - Water main
 - Water services under pavement
 - Rim and invert elevations for all manholes, catch basins, inlets and top of curb elevations.
 - **Provide as-constructed elevations for all storm water management practices, such as detention and volume control facilities, under paved areas. Volumes for detention and volume control facilities shall be calculated and noted on the Record Drawings.**
- Final Record Drawings
 - Include** Intermediate Record Drawing information above
 - Provide stage storage volume calculations for required and as-built volumes for the storm water detention and volume control. (**Must be provided on the plans**)
 - Show and label the as-built high-water elevation.
 - Indicate size, type, and elevation of the installed restrictor.
 - Show location & provide the elevation of the as-built emergency overflow.
 - ADA compliance:
 - All drive entrances need to show as-built grades along that portion of the apron which is utilized as the public sidewalk to confirm a maximum two percent (2%) cross-slopes.
 - All new sidewalks need to show as-built grades for longitudinal slopes and cross-slopes at least every twenty feet (20').
 - For MWRD WMO** storm water detention and volume control:
 - Sufficient as-constructed elevations shall be provided on the Record Drawings to confirm the as-built volumes for storm water detention and volume control meet the required volumes.
 - A grading certificate signed and sealed by the design engineer shall be provided on the plan stating: **“Grades are in substantial compliance with the approved engineering plan and storm water detention and/or volume control volumes are in accordance with MWRD and Village requirements.”**
 - If the constructed grades, geometries, inverts of stormwater facilities, volume control practices, or detention facilities are not in conformance with the approved plans, the co-permittee shall be responsible for any modifications required for compliance with the MWRD Watershed Management Ordinance, Section 311.
 - The Record Drawings shall be signed and sealed by an Illinois Licensed Professional Engineer.
 - Upon completion of the project, the contractor or engineer shall submit the Record Drawings for review and approval via the [online portal](#).
 - Submit the MWRD RFI (Request for final inspection)
 - Submit the MWRD Recorded Schedule R & Recorded Exhibit R

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Final Walk-Through with MWRD