



## Marion County Board of County Commissioners

### Office of the County Engineer

412 SE 25th Ave.  
Ocala, FL 34471  
Phone: 352-671-8686  
Fax: 352-671-8687

## AS-BUILT SUBMITTAL CHECKLIST

The following items must be submitted to the Office of the County Engineer, Development Review, before the 375 As-Built site inspection on the building permit, the site inspection without building permit, or the subdivision inspection will be scheduled. Please note that all signatures and seals must be originals:

1. Two 24”x 36” As-Built plans (with original signature & seal). LDC 2.18.4.F(1) & 2.21.4.F(1)
2. One CD with As-Built plans in both .pdf & .dwg Autocad 2000 or newer format. LDC 2.18.4.F(1) & 2.21.4.F(1)
3. Engineer’s Certificate of Satisfactory Completion for non-subdivisions or subdivisions, as appropriate (with original signature & seal). This form can be obtained from the Office of the County Engineer, Development Review. LDC 2.18.4.F(3) & 2.21.4.G
  - For more information regarding the above three requirements, please contact Carla Sansone, [Carla.Sansone@marioncountyfl.org](mailto:Carla.Sansone@marioncountyfl.org), at the Office of the County Engineer, (352) 671-8686.
4. Inspection and material testing of all improvements shall be submitted in one report. LDC 2.18.4.F(2) & 2.21.4.F(2)
  - For more information, please contact Bert Yancey, [Bert.Yancey@marioncountyfl.org](mailto:Bert.Yancey@marioncountyfl.org), at the Office of the County Engineer, (352) 671-8686.
5. One copy of the survey field notes shall be provided and shall detail survey methods used. LDC 6.4.8.A
  - For more information, please contact Gerry Gowen, [Gerald.Gowen@marioncountyfl.org](mailto:Gerald.Gowen@marioncountyfl.org), or John Archer, [John.Archer@marioncountyfl.org](mailto:John.Archer@marioncountyfl.org), at the Office of the County Engineer, (352) 671-8686.
6. Concerning the 451 inspection on the building permit: Upon completion of the landscaping and/or irrigation installation, the contractor shall request an inspection by the design professional. Prior to the inspection, the contractor must provide a clear and legible as-built diagram of the irrigation system. A Landscape and Irrigation As-Built Certification shall be signed and sealed by the design professional and submitted to the County Landscape Architect prior to the issuance of a Certificate of Occupancy. LDC 6.8.12 & 6.9.6.B
  - For more information, please contact Jon Harvey, [Jon.Harvey@marioncountyfl.org](mailto:Jon.Harvey@marioncountyfl.org), at the Zoning Department, (352) 438-2675.