

How are final As-Builts handled in closing out a  
LAP Project?

SKED  
&  
ANSWERED

**Purpose:** To highlight the requirements of the final As-Built set of construction plans for Local Agency Program (LAP) projects.

**Details:** The local agency is responsible to document the work completed throughout the construction phase of the project including all field changes. An as-built set of plans is to be created which includes all completed work depicting all field changes.

For off-system LAP projects, the final as-built set of plans is retained by the local agency. The final as-builts are to be reviewed by Department personnel during the project close-out phase and are required to be completed before the final invoice for reimbursement to the local agency is processed and paid. Signing and sealing is not necessary. Department verification of this official as-built set is sufficient. When the project includes work on a structure(s), the procedures detailed in [Chapter 17 section D of the Florida Greenbook](#), as described below, will apply:

“During the construction of a bridge or any structure, records to be kept and maintained throughout its life shall include foundation construction records (pile driving records, shaft tip elevations, borings) and as-built plans. These records provide critical information necessary for future inspection, maintenance, emergency management, enhancement, reconstruction, and/or demolition of these structures. These records shall be delivered to the Department’s local District Structures Maintenance Engineers. [For LAP projects, the local agency shall submit these documents to the District LAP Administrator.]

Any proposed changes to the construction details or specifications shall be signed, sealed, and dated by a professional engineer licensed in the State of Florida.”

For on-system projects, the local agency should follow the procedures for final as-builts as detailed in [Chapter 4 of the Preparation & Documentation Manual](#). The final as-builts stand as the official record which documents all work completed on the FDOT right-of-way and are required to be submitted before the final invoice for reimbursement to the local agency is processed and paid. The final as-built set is to be signed and sealed by the Engineer responsible for oversight of the construction phase.

**References:** [Florida Greenbook Chapter 17 Section D](#), [FDOT Preparation & Documentation Manual, Chapter 4](#)

**Exceptions:** N/A

**Contributors:** FDOT State Construction Office, FDOT State Maintenance Office, Cheri Sylvester and Jerald Marks, [LAP Project Review Section](#)

**Date:** 12/20/2012