Hillsborough County Florida
Development Services

SITE & SUBDIVISION REVIEW
As-Built Certification Submittal Instructions

Items listed below are required for a complete submittal. Submittals will not be accepted if all required items are not included with the initial submittal package. To submit your application, visit HCFL.Gov/HillsGovHub. Additional submittal instructions are available as well as an illustrated user guide. Please ensure that all files are labeled as shown in the required file name column (file names or portions of file names listed in *italics* should be customized for each file/version). Files should be submitted in PDF format.

Requirements for Review:

Required Submittal Items	Required File Name
Signed and Sealed Site Plan	SS As-Built *Version X*
Owner Affidavit	Owner Affidavit
Board Approval Documents (if applicable)	Board Approval Docs
Final Plat (if applicable)	Final Plat
Geotechnical Soil Report (if applicable)	Soil Report
Signed Approval Letter (if applicable)	Approval Letter
Transmittal Letter (if applicable)	Transmittal Letter
Presubmittal Documents (if applicable)	Presub Docs
Other Supporting Documents (if applicable)	*Provide Brief Description*
If Roads and Drainage are included:	
Specific cost breakdown	Cost Breakdown
Test reports	Test Report
Drainage Pipes Inspection Video	Drainage Pipe Video
Drainage Pipe Video Reports	Drainage Pipe Report
Contractor's Affidavit	Contractor Affidavit
Engineer of Record's Certification of Construction Completion	Certification of Complete Construction
Letter requesting acceptance	Acceptance Letter
Final Plat	Final Plat
Surveyor Certification & Benchmark Certification	Surveyor Certification
Lot Grading Plans	Grading Plan
If Utilities are included:	
Department of Environmental Protection Certification of Completion	EP Certification
Contractor's Affidavit	Contractor Affidavit
Engineer of Record's Certification of Construction Completion	Certification of Complete Construction
Test Reports	Test Report
Specific Cost Breakdowns	Cost Breakdown
Letter requesting acceptance	Acceptance Letter
Inventory Asset Spreadsheet	Inventory Assets

Initial $50 review fee due at time of submittal. This will be applied to total review fees. Total review fees will be assessed upon submittal based on the current fee schedule.