



As-Built/Critical Elevation Survey Checklist

Single Family Residential

The information and references in this document are subject to change.

Last Revised: 12/29/2025

This checklist is intended to assist applicants in preparing a complete As-Built submittal for a Single Family Residential lot in order to complete close-out of the Grading Permit. Critical elevations and freeboard shall be certified by a licensed professional (land surveyor or engineer) in the form of an As-Built (updated site/grading plan) which includes the items listed below.

1. General As-Built Plan Requirements:

- Title of "Record Drawing" or "As-Built"
- Revision Block or As-Built Certification Block is signed by a licensed professional
- Date of As-Built Certification

2. Minimum Critical Elevations:

**The following critical elevations have been surveyed post-construction and are clearly labeled on an up-dated site plan.*

- Lot Corners (left rear, right rear, left front, right front).
- Lot Line Mid-points (left mid-point, right mid-point).
- Lowest openings (top of window wells, sill height of window or walkout, garage/finished floor).
- Spot and control elevations of swales, ditches and other drainage paths.
- Relevant low and high points.
- Emergency overflows for low and ponding areas.

For additional construction requirements including an overview of the permit process and permit close-out requirements, please visit the City's Construction Website: [Construction | Owatonna, MN](#)

Please contact us at stormwater@owatonna.gov or 507-774-7300 for further assistance.