



Date: \_\_\_\_\_

Complete all fields in the application and submit through the online portal:  
<https://www.durhamnc.gov/4886/>.

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_  
 Phase/s: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_  
 Previous Project Name/s: \_\_\_\_\_  
 PIN numbers: \_\_\_\_\_

**APPLICANT INFORMATION**

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**SUBMITTAL CHECKLIST**

Choose type of submittal and check all required submittal items:

\_\_ 1<sup>st</sup> As-built Drawing Submittal, include:

- Copy of proof of payment (pay online here: <https://ipn2.paymentus.com/rotp/dhbp>)  
 Fee = \$100 base fee x \_\_\_\_\_ # of phases in the set + 4% technology surcharge
- Electronic submittal:
  - As-built drawings
  - Recorded plats of right-of-ways and easements
  - Engineering Certification for Water Extension [Form](#)
  - Engineering Certification for Sewer Extension [Form](#)
  - Request for Certificate of Compliance or Infrastructure Acceptance Inspection [Form](#)

\_\_ As-built Drawing Re-submittal: \_\_\_\_\_ # of review, include:

- As-built drawings redlines from previous submittal
- Revised as-built drawings
- Digital as-built data submittal

\_\_ Final As-builts, include:

- As-built drawings mylar (mail to address on the top of the page)
- Digital as-built data submittal
- Request for Infrastructure Acceptance Pursuant to Durham City Code 62-126 [Form](#)
- Escrow of \$ \_\_\_\_\_ in lieu of \_\_ Mylar \_\_ Digital As-builts

Comments:



## How to pay Public Works Engineering review fees for submittals of:

- **Engineering As-Built Drawings**

Go to the Public Works Engineering Paymentus online payment portal by clicking on the link below or by copying the link below into your web browser.

**PUBLIC WORKS ENGINEERING PAYMENT PORTAL:** <https://ipn2.paymentus.com/rotp/dhbp>

1. From the “Payment Type” drop down menu, choose option:  
**“1-Engineering As-Built Review”**
2. Type in **project name, project phase(s) and location information** in the information blanks. Each blank is limited to 32 characters; use both blanks as needed to provide complete information.  
  
1<sup>st</sup> Blank: enter the PROJECT NAME as it appears on the approved Construction Drawings, followed by the PROJECT PHASE or PHASES that are included in this specific engineering as-built submittal.  
  
2<sup>nd</sup> Blank: Enter parcel street address, if applicable.
3. Fill out the payment information fields.
4. In the “Pay This Amount” field enter \$104 if this as-built submittal is for one phase. (Enter \$208 if the as-built submittal is for two phases, etc.)

You will receive a payment confirmation. **Include a pdf of this payment confirmation with your submittal upload in box.com.**