

**WISCONSIN DEPARTMENT OF
TRANSPORTATION
BUREAU OF AERONAUTICS**

**SUBMITTAL OF
ELECTRONIC RECORD
DRAWINGS (AS-BUILTS)**

September 20, 2011

PROCEDURE

Bureau of Aeronautics

The Bureau of Aeronautics (BOA) will provide timely and accurate information to consulting firms on technical advancements and changes in the as-built submittal procedure. The bureau is also responsible for the integrity of WisDOT's file uploading process.

Consultant

All as-built plans will be submitted to BOA in the Adobe Acrobat .pdf format, saved in Adobe Acrobat version 5.0. All sheets within the set of plans will need to be combined within a single pdf file for each project. Each sheet will need to be created at a size of 11"X17" or 24"X36". The file name will need the following syntax: site code-project ID.pdf (Example: MSN-3-55-0036-24.pdf)

The Title Sheet will need to be scanned by the consultant with the required signatures already on the document before scanning; otherwise the set of plans will not be accepted.

As-built plans can be submitted to the Bureau of Aeronautics using three methods.

1. [Emailed](mailto:kenneth.schmaus@dot.wi.gov) to kenneth.schmaus@dot.wi.gov, please make sure to include the project ID and name of airport in your email.
2. CD with the project ID and name of airport on the CD or case:

Mail to:
Kenneth Schmaus
4802 Sheboygan Ave, Room 701
PO Box 7914
Madison, WI 53707-7914

3. Posted on BOA's FTP Server

The following FTP site will allow you to upload files to the Bureau of Aeronautics.
<https://ftp.dot.wi.gov/dropzone/1242046e>

Once you have successfully uploaded your file(s) to the site, please notify Kenneth Schmaus at the Bureau of Aeronautics via [email](#). Include the project ID, Airport Name, and location of the uploaded files within your message.

If you experience any difficulty using the FTP process please contact Joseph D. Rodefeld at 608-266-1825, or you may send him an [email](#).