



AS-BUILT/RECORD DRAWING SUBMITTAL REQUIREMENTS







Street Improvement/Right of Way Construction Permits (Mylar Projects)

All Street Improvement and Right of Way Construction Permits that required mylars to be produced, require a Record Drawing submittal in order to schedule a Final Inspection for permit closure. Submit the as-built online to the GoPost portal under the original project ID, if one is already existing.

Link: <https://anaheim.eplansoftware.com/#/login?portal=anaheim>

Upload the following as **Plans** for review:

- As-built improvement plan set (*must be the latest approved/signed plan set*) with “Record Drawing” noted as a Delta on all sheets of the plan set within the Revisions Block. Samples are provided below.

APPROVAL			SHEET <u>1</u> OF <u>3</u>
RECOMMENDED APPROVAL  TIm Bass ELECTRICAL ENGINEERING DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL Philip Bogdanoff  Philip Bogdanoff WATER ENGINEERING DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL  RAUL GARCIA, DEVELOPMENT SERVICES MANAGER DATE: [REDACTED]	PLAN NO. [REDACTED]
RECOMMENDED APPROVAL  [REDACTED] PLANNING SERVICES DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL  ANAMI TAKAYAMA PUBLIC WORKS OPERATIONS DATE: [REDACTED]	APPROVED  CARLOS CASTELLANOS, CITY ENGINEER DATE: [REDACTED]	D - [REDACTED]

NO.	INIT.	DESCRIPTION	APP'D	DATE
A	[REDACTED]	RECORD DRAWINGS	[REDACTED]	[REDACTED]

NOTE: If field changes occurred that require revised/replotted sheet(s), replace the original sheet(s) with the altered sheet(s) within the approved/signed plan set. The sheets that have no changes are to remain the same and shall be included in the full plan set. Always include the original title sheet; this cannot be replaced with a revised/replotted sheet.

Upload the following as an **Attachment** for Reference:

- Copy of latest approved full plan set

Process:

- Permit Technician will schedule the Final Inspection for the PW Inspector for permit sign off.
- Once the as-built is approved by both the Case Engineer and PW Inspector, the Record Drawing will need to be documented on the original mylars. Coordination will be provided by the Case Engineer for further instructions.
- Once the Record Drawing has been approved and signed by Public Works, the project may be considered for closure and a refund, if eligible. If there are bonds associated, those will be eligible for reduction/release if there are no other pending items on the project.

For status on project closure, please email PWPermits@anaheim.net .