



Public Works

AS-BUILT/RECORD DRAWING SUBMITTAL REQUIREMENTS

Minor Grading Permits (Non-mylar)

All Grading Permits require a Record Drawing submittal in order to schedule a Final Inspection for permit closure. Submit the As-Built Record Drawing 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 grading plan set (*must be the latest approved/stamped plan set*) with the Final As Grade Certification, Exhibit E, noted on the title sheet. Sample is provided below.
- “Record Drawing” to be noted as a Delta on all sheets of the plan set within the Revisions Block (*optional*)
- Final Soils Report, if applicable

EXHIBIT E

FINAL AS GRADE CERTIFICATION FOR GRADING PLANS LOT CERTIFICATION

The following certification shall be placed on the original grading plan prior to issuance of the first Certificate of Occupancy.

<u>CERTIFICATION</u>	
I hereby certify that the grading has been completed in accordance with this approved grading plan.	
	_____ Date
	Name: _____
	RCE No.: _____

NOTE: The Engineer of Record must fill out the certification completely including the stamp and wet signature

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

- Copy of latest approved full plan set

Process:

1. Permit Technician will schedule the Final Inspection for the PW Inspector for permit sign off.
2. Once the as-built is approved by both the Case Engineer and PW Inspector, the project may be considered for closure and a refund, if eligible.

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