



AS-BUILT/RECORD DRAWING SUBMITTAL REQUIREMENTS

Grading Permits (Mylar Projects)

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/signed plan set*) with the Final As Grade Certification, Exhibit E, noted on the title sheet. Samples are provided below.
- “Record Drawing” to be noted as a Delta on all sheets of the plan set within the Revisions Block. Sample is provided below.
- 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.	
	Name: _____ RCE No.: _____
	Date: _____

APPROVAL		
RECOMMENDED APPROVAL Tim Bass ELECTRICAL ENGINEERING DIVISION DATE: _____	RECOMMEND APPROVAL Philip Bogdanoff WATER ENGINEERING DIVISION DATE: _____	RECOMMEND APPROVAL RAUL GARCIA, DEVELOPMENT SERVICES MANAGER DATE: _____
RECOMMENDED APPROVAL PLANNING SERVICES DIVISION DATE: _____	RECOMMEND APPROVAL PUBLIC WORKS OPERATIONS DATE: _____	APPROVED CARLOS CASTELLANOS, CITY ENGINEER DATE: _____

NO.	INIT.	DESCRIPTION	APP'D	DATE
	Δ	RECORD DRAWINGS		

SHEET 1 OF 3
 PLAN NO. _____
 D - _____

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:

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 Record Drawing will need to be documented on the original mylars. Coordination will be provided by the Case Engineer for further instructions.
3. 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 PWPPermits@anaheim.net .