



CITY of CALABASAS

**Public Works Department**

100 Civic Center Way  
Calabasas, CA 91302 - 3172

T: 818.224.1600

F: 818.225.7338

[www.cityofcalabasas.com](http://www.cityofcalabasas.com)

*Public Works Policy Number 217*

*Original Date: July 2007*

*Revision Date: March 1, 2010*

*Approved By:*

**Robert Yalda - Public Works Director/City Engineer**

## “AS-BUILT” PLAN PREPARATION PROCEDURE”

Pursuant to Municipal Code 15.10.090 the following procedure has been developed to clarify the requirements for the preparation of “As-Built” plans in conjunction with approved grading, drainage and infrastructure improvements, both on-site and within the public right of way. This procedure is intended for post-construction documentation of constructed improvements, in conjunction with requests for final inspection, project acceptance and bond release.

The purpose of an “As-Built” plan is to record and memorialize the as-constructed condition of approved grading, drainage, and infrastructure improvements for the purpose of review and approval by affected City departments. Once changes are reviewed and approved, the revised “As-Built” plans will serve as permanent reference documents for the project.

To minimize delays in the post-construction “As-Built” process outlined below, the Owner/Developer, Contractor, Construction Superintendent and Developer’s Engineer shall maintain a record of changes made during construction. These changes should reflect field alterations made with the knowledge and approval of the assigned Public Works Inspector, and may consist of red-lined plans, sketches, measurements, survey data and other appropriate documentation of built conditions.

Note: For Capital Projects undertaken by the City in conjunction with its Consultants and Contractors, the following procedure shall be followed. For such cases, the term “Consulting Engineer of Record” shall be interchangeable with “Developer’s Engineer.”

- I. Prior to requesting a walk-through inspection, the Developer's Engineer will submit to the Public Works Department, a set of "As-Built" bond prints containing the following:
  - a. All field changes delineated in **RED INK**. (NOT ON MYLARS)
  - b. Each sheet (even if there are no changes) contains wording per the following "As-Built" Certification format:

**“AS-BUILT” CERTIFICATION**

**I HEREBY CERTIFY THAT THE WORK SHOWN HEREON, MARKED AS ‘AS-BUILT’, HAS BEEN CONSTRUCTED IN CONFORMANCE WITH LINES AND GRADES AS SHOWN ON SAID PLANS, DRAWINGS, REFERENCED SPECIFICATIONS, AND APPROVED CHANGE ORDERS, AS INDICATED IN THE REVISION BLOCK.**

\_\_\_\_\_  
**PROJECT ENGINEER’S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PROJECT ENGINEER’S NAME**

\_\_\_\_\_  
**CITY LAND DEVELOPMENT REP.**

\*ALL LETTERING MUST BE IN **MYLAR INK**.

- II. The "As-Built" prints will be logged in by the Public Works Department. The assigned Public Works Inspector will check the submitted "As-Built" prints, compare it with his records and will do one of the following:
- a. Approve the "As-Built" drawings by signing and stamping the plans. The approved set of prints will be given back to the Developer's Engineer for reference.
  - b. Return the "As-Built" drawings to the Developer's Engineer with comments, or
  - c. Call the Developer's Engineer to discuss the "As-Built" drawings.
- III. After the inspector's approval, the approved set of "As-Built" prints will be given back to the Developer's Engineer to allow for transfer of this information to the mylar originals. Original mylar drawings may be checked out from the Public Works Department.
- a. To check out the mylar originals at the Public Works Plan Check counter, the following will be required:
    - 1. A **“Release of Original Signed Drawings” (Form R)** signed by the Owner or Developer's Engineer.
    - 2. A set of the approved "As-Built" prints with the inspector's signature and date.
  - b. All "As-Built" revisions to the original drawings shall be done with India ink or other approved mylar ink. Revisions shall be made according to accepted drafting standards, and all text shall be neatly printed and legible.
- IV. The Developer's Engineer shall certify that each original sheet is identical to the Public Works Inspector's approved "As-Built". All Cover Sheet Grading Certifications shall be signed at this time.
- V. The Developer's Engineer shall return the original drawings and the Public Works Inspector approved "As-Built" prints (from Section III) to the Public Works Department. The assigned inspector shall check the originals, sign and stamp them, and return the original mylars for filing by the Public Works Staff.

## RELEASE OF ORIGINAL SIGNED DRAWINGS

DATE:	DATE OF RETURN:	
DRAWING NUMBER / PROJECT ADDRESS / TRACT/LOT NUMBER(S):		
REASON FOR RELEASE:		
COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:		
COMPANY OWNER'S NAME:		
R.C.E. NUMBER:		

By affixing my signature below, I acknowledge and agree to be fully responsible for any damage to or loss of the above listed drawing(s). In addition, I agree to be responsible for the return of the above listed drawing(s) to the City in the same condition as such drawings were maintained by the City. Further, I will not allow any changes or amendments to these drawings that are not expressly approved by the City of Calabasas. To the extent that any damage, loss or unauthorized changes occur to the above listed drawing(s), I agree to be financially liable for the cost to replace such drawings at my own expense. Such costs shall include, but not be limited to, all costs incurred in enforcing this agreement. I have reviewed the drawings prior to their release by the City and acknowledge that the drawings are in good condition, except as noted in the comments below.

I authorize \_\_\_\_\_ to pick up the above listed drawings on my behalf and acknowledge that my responsibility for the drawings condition and return is not abrogated or diminished in any way.

DRAWING(S) RELEASED TO	DATE
SIGNATURE	
DRAWING(S) RELEASE APPROVED BY	DATE
SIGNATURE	

**RELEASE COMMENTS:**

DRAWING(S) RETURNED BY	DATE
SIGNATURE	
DRAWING(S) RETURN APPROVED BY	DATE
SIGNATURE	

**RETURN COMMENTS:**