



CITY OF DEL MAR

AS-BUILT SUBMITTALS & INSPECTIONS

Engineering Department

THIS CHECKLIST PROVIDES THE ENGINEERING-RELATED INFORMATION AND REQUIREMENTS FOR AS-BUILT PLANS. YOUR COOPERATION IN PROVIDING THIS INFORMATION EARLY ON WILL ENSURE THAT YOUR PROJECT CAN BE REVIEWED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.

I. APPLICABILITY

ENGINEERING DEPARTMENT AS-BUILT REVIEW IS REQUIRED:

- 1) For all Drainage/Grading plans (this includes single family residential, commercial and mixed-use developments) and for Improvement plans completed in the City of Del Mar.

II. BOND RELEASE

- 1) Prior to release of security bonds, the developer will be required to submit "As-Built" drawings to be reviewed, approved, and maintained as a permanent record by the City of Del Mar. Until "As-Built" drawings are certified, finals will not be issued nor occupancy approvals "granted".

III. SUBMITTAL REQUIREMENTS

- 1) One (1) Comprehensive As-Built Plan Set in PDF format (see Plan Set Content Requirements below):
- 2) As-Built Application Fee (see City of Del Mar Engineering Department Fee Schedule)
- 3) One (1) Previous As-Built review, if applicable.

IV. PLAN SET CONTENT REQUIREMENTS

Prior to scheduling a site visit for As-Built inspection, the applicant shall furnish the City Engineering Department Inspector with the following items:

- 1) One PDF legible, marked-up sets of the existing as-builts that identify all field changes and the final locations of all approved site improvements. Refer to checklist below.
- 2) Drawings shall clearly and accurately represent all changes (strike through approved original dimensions & notes and add updated information) the material and equipment which were installed.
- 3) Include the words "As-Built" in the revision title block with the current date on each sheet of the As-Built plans.
- 4) A licensed Professional Engineer (PE) and/or a Professional Land Surveyor (PLS) registered in the State of California must stamp the as-built site construction plans.

V. SLIP SHEET/REPLACEMENT SHEET

- 1) Submit new "slip sheet" replacements of the original mylar sheets noting all revisions to the plans with the appropriate delta change designation and revision cloud. If the EOW chooses to submit "slip sheet" revisions they will be required to submit fees in the amount set forth in the City of Del Mar Fee Schedule for Construction Change review (in addition to any As-Built inspection fee), prior to receiving the revised plans.

VI. AS-BUILT PLAN CHECKLIST

- 1) Surveyor's name, address and phone number. Dates of revisions shall be included, and all plans shall be signed and sealed by a registered land surveyor.
- 2) Contractor's name, address and phone number.
- 3) Items built exactly per plan shall be left as is on the plan set.
- 4) Items deleted in the field shall be crossed out and marked with "not built", who authorized the deletion, and the date of the deletion.
- 5) Items not built per plan shall have the incorrect elevation/station crossed out, the correct elevation/station printed next to the crossed out and the new elevation/station written next to the crossed off elevation. When writing the new information, if there is insufficient space to make the data .01' in height, use a leader line from the crossed-out data to the new data. .01' is the minimum height of lettering. Never erase data from the plan.
- 6) Any revisions made in the field shall be clearly reflected by crossing out the old information (never erased), called out who approved the revision and reflect the date of the approval. Any major revisions should have been sent to the City Engineer for approval as a construction change before continuing with the As-Built.
- 7) The following Certificate shall be added to the cover sheet of the plans, should space not be available then the Certificate shall be placed on the second sheet and a reference to the As-Built Certificate placed on the cover sheet. Note shall be as follows:

AS-BUILT CERTIFICATE

I, HEREBY CERTIFY THAT THE DATA SHOWN ON THIS DRAWING, OBTAINED UNDER MY SUPERVISION, OR DIRECTION, IS AN ACCURATE AND COMPLETE REPRESENTATION OF WHAT WAS CONSTRUCTED IN THE FIELD. THAT THE PHYSICAL DIMENSIONS AND ELEVATIONS SHOWN HEREON ARE AS-BUILT CONDITIONS OF THE IMPROVEMENTS CONSTRUCTED ACCORDING TO THE APPROVED PLANS AND APPROVED CONSTRUCTION CHANGES, AS INDICATED, EXCEPT OTHERWISE NOTED HEREON BASED ON VISUAL INSPECTION. THE AS-BUILT CONDITIONS HAVE BEEN ACCURATELY REFLECTED HEREON TO THE GREATEST REASONABLE EXTENT POSSIBLE.

ENGINEERS NAME

DATE