



AS-BUILT REQUIREMENTS

BULLETIN

4

JAN 2017

Engineering Department
3232 Main Street, Lemon Grove, CA 91945
Phone: 619-825-3811 Fax: 619-825-3818
www.lemongrove.ca.gov

1. The “As-Builts” plans must be prepared by the original Engineer of Work (EOW). If, however, the plans are proposed to be “As-Built” by anyone other than the original EOW, a letter of release of liability from the original EOW will be required to accompany the first submittal with the date of the end of their responsibilities. If the change is being made by a new engineering company then a new engineer’s signature block, stamp and all other information must be added to the plans.
2. Prior to preparation of “As-Built” plans, the EOW (RCE or PLS associated with the project) or a bonded print company shall check out original mylars that are on file with the City so that the As-Built revisions are made to bond copies of the approved set of plans
3. In the title block there are two columns to be filled in:
 - a. “DESCRIPTION” – Indicate “As-Built”
 - b. “BY” – Enter the company name or initials of the company making the change.
4. The EOW shall submit two (2) revised sets of prints with As-Built changes shown in red.
 - a. City surveyor will inspect subdivision property monumentation set by EOW/PLS to determine if any certificate of corrections or other survey documents are needed to establish legal property monumentations.
 - b. Once all monumentation has been verified, the monumentation bond can be released in the bond closeout process.
 - b. The field inspector will field walk the project and create a “punch list” of items that need to be addressed by the owner.
5. At the time when the City’s engineer or field inspector has determined that the red-lines reflect field conditions and punch list items have been resolved, a request will be sent to the EOW that the information be transferred to the original mylars, and that the mylars be submitted for signature.
6. At the time the signed “As-Built” mylars are returned to the EOW, you will be required to submit one (1) full-size copy and a PDF copy and the original mylars.