

Developer and Contractor Grading and Improvement Project Process Information is Provided Below

THE CITY OF CHULA VISTA ENGINEERING'S AS-BUILT PROCESS FOR GRADING/IMPROVEMENT PROJECTS

1. When the grading/improvement project is completed, the Engineer of Work must incorporate the City's and contractor's changes onto two redlined blueprint plan and submit these plans to the Inspector for review.
 - a. After the Inspector reviews the redlined blueprint plans, the City will contact the Engineer of Work to pick up the plans.
2. When the Engineer of Work picks up the plans from the City's Engineering Counter at 276 Fourth Avenue, they should also request the original mylars. Note: If the engineering company sends a messenger service to pick up the original mylars, the service must be bonded and must be approved by the City of Chula Vista.
3. Completion of "As-Built" mylars.
 - a. The Engineer of Work incorporates all of the changes from the redlined blueprint onto the original mylars. The Engineer of Work resubmits the original mylars, the redlined blueprint plans and a blueprint set of the revised original mylars - "As-Built", to the Inspector. The Inspector reviews the changes. If the inspector approves the plans and the revised mylars do not need any further corrections, the original mylars - "As-Built" are then approved by the Civil Engineer of the Inspection Section.
 - b. Alternatively, computer-generated "As-Built" mylars and a digital "As-Built" file in DWG format, upon approval of the redline blueprint plan, may be submitted in-lieu of hand-drafted revisions, but must be signed by the Inspection Section Senior Civil Engineer and must include the following certificate.

As-Built with replacement mylars

- 1) Submit two sets of blueprints with changes indicated in red for review and approval.
- 2) After changes are approved, submit replacement mylars for signature showing all approved changes from original plans in a revision bubble. Include the following additional signature box for City approval of replacement mylar:

AS-BUILT REPLACEMENT SHEET APPROVAL

Civil Engineer _____ **Date** _____

Senior Civil Engineer _____ **Date** _____

Original City Engineer Approval Date: _____

- 3) Complete "Engineer of Work Certificate" on title sheet and "As-Built Certificate" on each plan sheet (See Section 4-105 and 4-208). "X"-out old mylar and write "Replaced on xx/xx/xx" on the old mylar.
- 4) Provide copies of approved as-builts as specified in Section 5-200.
- 5) Provide with digital file of revised design to the GIS Department.