

**"AS-BUILT" PROCEDURE
CITY OF OXNARD
DEVELOPMENT SERVICES PROGRAM/
CONSTRUCTION SERVICES INSPECTION SECTION**

- I. Prior to requesting bond release, the Developer's Engineer will submit to the Development Services Engineering Section, 214 South "C" Street, two sets of "As-Built" prints containing the following:
- A. All field changes shall be shown in **RED INK ON A SET OF PLANS SIGNED BY THE ENGINEER (REPLOTTED UNSIGNED VERSIONS WILL NOT BE ACCEPTED)**. If you don't have a signed set you may contact, the Engineering Section at (805) 385-7925 and arrange for a duplicate set to be made.
 - B. Each sheet (even if there are no changes) shall contain wording per the attached "As-built" certification format.
- II. The "As-Built" prints shall be submitted to the Engineering Section at, 214 South C Street. The assigned Construction 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 Engineers 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 at the Development Services Engineering Plan Check counter, located at 214 South "C" Street.
- A. **To check out the mylar originals at the Development Services Plan Check counter, the following will be required:**
 - 1. A Drawing Release form signed by the Developer's Engineer.
 - 2. A set of the approved "As-built" prints with the **inspector's signature and date**.
 - 3. A **SIGNED** replacement set of prints for the mylars being released. The replacement prints will be kept on file until the mylar originals are returned.
 - B. **All "As-Built" revisions to the original drawings will be done with red ink.**
- IV. The Developer's Engineer shall certify that each original sheet is identical to the Construction Inspector's approved "As-builts". All Cover Sheet Grading Certifications shall be signed at this time.
- V. The Developer's Engineer shall return the original drawings and the Construction Inspector approved "As-Built" prints (from Section III) to the **Construction Services Inspection Section**. The assigned inspector shall check the originals, sign and stamp them, and return the original mylars to the **Development Services Engineering Sections** where they will be filed by the Development Services Staff.

COVER SHEET ONLY

"AS-BUILT" CERTIFICATION

I HEREBY CERTIFY THAT THE WORK SHOWN ON DRAWING NO. _____
SHEET NO. _____ THROUGH _____ 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 REVISION BLOCK.

DATE

(Signature)

PRINT NAME

R.C.E.

ALL OTHER SHEETS

"AS-BUILT"

ENGINEER: _____

(Signature)

DATE: _____