

RECORD DRAWING SUBMITTAL REQUIREMENTS FOR PROJECT CLOSURE

Minor Grading Permits (Non-mylar)

All Grading Permits require a Record Drawing submittal in order to schedule an Inspection for permit sign off.

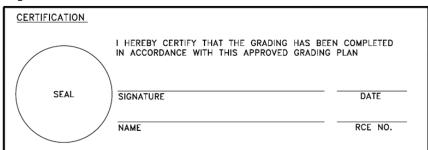
STEP 1 – Schedule a Grading Final Inspection online. Once the inspection has passed, proceed with the Record Drawing submittal. Link: https://aca.anaheim.net/CitizenAccess/Default.aspx

STEP 2 – Submit the As-Built Record Drawing online to the GoPost portal under the original project ID, if one already exists. Link: https://anaheim.eplansoftreview.com/#/login?portal=anaheim

Upload the following as **Plans** for review:

- As-built grading plan set (*must be the latest approved/stamped plan set*) with the Final As-Graded Certification completed by the Civil Engineer of Record, noted on the title sheet. Sample is provided below.
- "Record Drawing" to be noted as a separate Delta on all sheets of the plan set within the Revisions Block (optional).
- Final Soils Report, including certification of the site and final recommendations, prepared by the Soils Engineer of Record, if applicable.

Template for Certification and Delta Notation:



Exampl	e of A	Appro	val S	tamp:

DEPARTMENT OF PUBLIC WORKS DEVELOPMENT SERVICES

APPROVED



REVISIONS						
NO.	INIT.	DATE	DESCRIPTION	APP'D	DATE	
1	X.X	mm/dd/yy	RECORD DRAWING			

NOTE: The Engineer of Record must fill out the certification completely including the stamp and signature.

Process:

- 1. Permit Technician will schedule the Inspection for the PW Inspector for permit sign off.
- 2. Once the Record Drawing is approved by both the Case Engineer and PW Inspector, the project may be considered for closure and a refund, if eligible.

For status on project closure, please email PWPermits@anaheim.net.