



RECORD DRAWING SUBMITTAL REQUIREMENTS FOR PROJECT CLOSURE

Grading Permits (Mylar Projects)

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/signed plan set*) with the Final As-Graded Certification completed by the Civil Engineer of Record, noted on the title sheet. Samples are provided below.
- “Record Drawing” to be noted as a separate Delta on all sheets of the plan set within the Revisions Block. Sample is provided below.
- Final Soils Report, including certification of the site and final recommendations, prepared by the Soils Engineer of Record, if applicable.

<p>CERTIFICATION</p> <p>I HEREBY CERTIFY THAT THE GRADING HAS BEEN COMPLETED IN ACCORDANCE WITH THIS APPROVED GRADING PLAN</p> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div> <p>SIGNATURE _____ DATE _____</p> <p>NAME _____ ICE NO. _____</p>	<p>APPROVED:</p> <p>_____ BUILDING OFFICIAL _____ DATE _____</p> <p>RECOMMEND APPROVAL:</p> <p>_____ MIKE ESKANDER-DEVELOPMENT SERVICES MANAGER _____ DATE _____</p>	<p>APPROVED:</p> <p>_____ PLANNING SERVICES DIVISION MANAGER _____ DATE _____</p> <p>APPROVED FOR GRADING ONLY:</p> <p>_____ CARLOS C. VELLANOS – CITY ENGINEER _____ DATE _____</p>
---	--	--

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

SHEET 1 OF 3	D
PLAN NO. _____	
D - _____	

Process:

1. Permit Technician will schedule the Inspection for the PW Inspector for permit sign off.
2. Once the as-built is approved by both the Case Engineer and PW Inspector, the Record Drawing will need to be documented on the original mylars. Coordination will be provided by the Case Engineer for further instructions.
3. Once the Record Drawing has been approved and signed by Public Works, the project may be considered for closure and a refund, if eligible. If there are bonds associated, those will be eligible for reduction/release if there are no other pending items on the project.

For status on project closure and/or bond reduction/release, please email PWPermits@anaheim.net .