

**C. Plan revisions**

1. All revisions /potential revisions to approved plans, shall be referred to the Engineer of Work.
2. PW Inspection will inform the City Project Engineer as to any potential conflict and upcoming revisions known to PW Inspector.
3. Engineer of Work evaluates the conflicts/revisions and coordinate with his client.
4. Engineer of Work submits the revision to City Project Engineer for review and approval.
5. City Project Engineer reviews proposed revisions and if necessary will get Corrections to the Engineer of Work.
6. When requested by the City Project Engineer, the Engineer of Work submits revisions on the original set of plan (24X36) to the City Project Engineer for approval.
7. City Project Engineer obtains approval of the revision (only on original set of plans).
8. City Project Engineer will provide prints of approved revised plans to PW Inspection and one set of reproducible plan to the Engineer of Work.
9. Engineer of Work will provide necessary sets of prints to the contractor and their client.
10. Work may begin to incorporate the revisions at this time.
11. After completion of work, the City’s Record Drawing Procedures shall be followed.

**D. Record Drawing Procedure and Content**

**1. Policy**

An Encroachment Permit will be required for all work within City right-of-way and easements. Public Works Inspection shall not permit any work within City’s right-of-way or easements until the contractor for such work has obtained an Encroachment Permit. All Encroachment Permits have expiration dates. If no work has commenced before the permit expiration date, Public Works Inspection shall send a letter to the contractor informing them that the permit has expired and forward all expired permits back to Land Development upon their expiration. Any calls to the Public Works Inspector after the permit is expired shall be directed to the City’s Project Engineer to obtain a new permit.

**2. Close Out Procedure**

Step 1: As soon as the work is complete and prior to Initial Acceptance of Projects, the Public Works Inspector will obtain the “red-lined” prints from the contractor and submit them to the Sr. PW Inspector. The Sr. PW Inspector will review and forward the prints to the City’s Project Engineer.

Step 2: The set of red-lined prints and original mylars will be checked out by the Engineer of Record (Design Engineer).

Step 3: The Engineer of Record shall make all "red-lined" revisions on the City's original mylars, sign and stamp all sheets and return the "Record Drawings" mylars, a digital copy in AutoCAD format, "red-lined" prints and one new set of prints to the City within two weeks.

Step 4: Upon return of the "Record Drawings", the City's Project Engineer and the Public Works Inspector will review the submitted "Record Drawings" within five days for correctness. If the "Record Drawings" are correct, the Public Works Inspector will sign off the "Record Drawings" and the original Encroachment Permit. **The project can be initially accepted at this time.** The "red-lined" prints will be discarded by PW Inspector after Final Acceptance of the Project.

Step 5: If "Record Drawings" are not correct, the City's Project Engineer will return the mylars and "red-lined" prints to the Engineer of Record for corrections and steps 2 through 4 are repeated.

Step 6: Land Development Section will send a set of Record Drawings to Maintenance and stores the "Record Drawings" mylars place the prints on the "Hanging Files" and update the Plat Books.

NOTE: A copy of Record Drawings for traffic signal installation and or modification shall be obtained within 30 days of traffic signal becoming operational and a copy be forwarded to Maintenance Division.

**3. For all other projects** with no original mylar signed by the City Engineer (such as utility connections and minor improvements constructed as part of site improvements and Encroachment Permits), the Pubic Works Inspector will send one set of prints showing any changes with a copy of the Encroachment Permit to the Land Development Section upon completion of work.

**4. Field Revisions**

All field revisions must receive written approval of the City Engineer/Project Engineer and forwarded to the Sr. PW Inspector before Construction.

**5. Sample "RECORD DRAWINGS" block**

[See City Standard Title Block](#)