

Record Drawing Requirements



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Purpose

The purpose of this document is to outline the minimum standards and requirements the City of Rohnert Park will accept for Record Drawing submissions. Plan preparers should review this information prior to beginning and submitting any drawings to the City to ensure that the eventual record drawing format, datum and content will meet City standards. The information shown shall reflect the actual construction completed under the permit with any and all deviations from the design plans.

Preliminary Record Drawing Submittal (When requesting punchlist from PW Inspector/ Temporary Occupancy)

Submittal to include one CD/Flash Drive containing:

- One PDF of plans with “red-lines” from contractor;
- One PDF of the record drawings with incorporated red-lines

Final Record Drawing Submittal (Once receiving edits and/or approval from engineering staff)

- One PDF of the record drawings, which incorporate the “red-lines” from the contractor into the DWG file and any edits requested by the City. CD or Flash Drive
- One composite DWG file (AutoCAD 2018 file format or earlier) with any edits requested by the City. CD or Flash Drive
- One full size of prints, Mylars

Redline Drawing Standards

- The redlines submitted must be the approved set that contains the City Engineer’s Signature obtained as part of the permit process
- The scan must be legible

Record Drawing Standards

- Record drawings shall be accurate, clean, clear and easily readable. In congested areas, additional blow-up details will be required for readability.
- The digital drawings shall reflect all changes described in the red-line drawing; the record drawings shall match the AutoCAD file.
- The record drawings must be prepared and certified by a Professional Engineer and/or Professional Land Surveyor currently licensed in the State of California. Their stamp and signature must be on each sheet.
- Do not alter, modify, or erase original approved construction drawing text. Show changes in invert elevations, dimensions, notes, etc. by lining out the original text and placing the new information near it.
- Record Drawing submittal must include all sheets listed in approved construction plan sheet index.

- The City Engineer's Approval Signature must be incorporated into the record drawing, using an x-ref is a good option for this.
- The following wording must be shown on each page and must appear as shown:
 - "RECORD DRAWING
 - CONTRACTOR: _____"

 - "PROJECT NUMBER: _____" (If Public Project)

AutoCAD Submittal Requirements

- AutoCAD drawing shall be one composite file in model space. Include all third-party files in the composite such as: street lighting and conduit etc. No reference files and no locked or frozen layers will be accepted. Include only one composite DWG file on each CD/ flash drive per submittal. Tip: when "binding" reference files into the current drawing use the INSERT option, then EXPLODE the block reference that was created during the bind.
- Each utility/ street/ asset shall have its own layer in the drawing
- The horizontal and vertical datum shall be:
 - Horizontal: NAD 83
 - Vertical: NAVD 88