



HOW TO PROCESS  
**GUIDE FOR PREPARING ASBUILT GRADING PLANS**

COUNTY OF VENTURA PUBLIC WORKS AGENCY  
800 South Victoria Avenue, Ventura, CA 93009

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This Information Bulletin provides guidelines to assist in the preparation of As-Built plans for Grading.

- 1) All revisions to the approved Grading plans since the issuance of the original grading permit must be documented on the As-Built plans.
  - If there have been changes to the plans since the last approval, process a Change Order Request before or concurrently with the submittal of the As-Built plans.
  - List all changes to the plans in the revision block on the plan sheets along with the dates of approval, and accompanied by the initials of the civil engineer.
  - Locate the changes on the plan with a delta symbol containing a capital letter corresponding to the revision block.
- 2) The civil engineer must sign and stamp the Rough Grade Certification on the as-built cover sheet.
- 3) The civil engineer must sign and stamp the Final Grade Certification on the as-built cover sheet.
- 4) The soils engineer must sign and stamp the Soils Engineer Rough Grade Certification on the as-built cover sheet.
- 5) The engineering geologist must sign and stamp the Engineering Geologist Rough Grade Certification on the as-built cover sheet.
- 6) The grading contractor or the owner must sign the Contractor Certification on the as-built cover sheets.
- 7) The words: “As-Built” or “Record Drawing” must be printed in the lower right-hand corner of each sheet of the grading plan, accompanied with the date and signature of the civil engineer.
- 8) Submit two sets of plans, one of which is wet stamped and signed, the second set may be a copy of the signed and stamped set.