



# CONSTRUCTION CHANGE INITIAL SUBMITTAL CHECKLIST E-4

*Development Services*  
**Land Development Engineering**  
1635 Faraday Avenue  
442-339-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Project Name \_\_\_\_\_  
DWG No. \_\_\_\_\_ Permit No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- An appointment is required for the initial submittal. To schedule the appointment, call 442-339-2750 or email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov)
- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

Revision No.: \_\_\_\_\_ Revised Sheet No(s): \_\_\_\_\_

**Type of revision(s) proposed:**

\_\_\_\_\_grading    \_\_\_\_\_street    \_\_\_\_\_storm drain    \_\_\_\_\_sewer, water, or reclaimed water  
\_\_\_\_\_other: \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:**

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Digital submittal (CAD format): See Volume 1, Chapter 2 of the engineering standards on city website at: <https://www.carlsbadca.gov/home/showpublisheddocument/330/637425982505630000>
- \_\_\_\_\_ 4. \*Two sets of prints showing proposed redlined changes on city-approved plans, folded to 9" X 12"
- \_\_\_\_\_ 5. \*Copy of supporting calculations/reports (if applicable)
- \_\_\_\_\_ 6. \*Engineer cost estimate (if applicable)
- \_\_\_\_\_ 7. Fee

Minor Construction Change fee applies to a simple revision not requiring a review of calculations/reports, a review of the conditions of approval, or a determination of substantial conformance.

Major Construction Change fee applies to a revision involving complex changes to the plans and/or changes requiring a review of supporting documents.

\_\_\_\_\_ 8. OTHER: \_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_**



# CONSTRUCTION CHANGE RESUBMITTAL CHECKLIST E-4

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ DWG No. \_\_\_\_\_ Permit No. \_\_\_\_\_ Revision No. \_\_\_\_\_

Project Name \_\_\_\_\_

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

**THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:**

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Digital submittal (CAD format): See Volume 1, Chapter 2 of the engineering standards on city website at: <https://www.carlsbadca.gov/home/showpublisheddocument/330/637425982505630000>
- \_\_\_\_\_ 4. Copy of previous city transmittal letter
- \_\_\_\_\_ 5. All previous checkprints of plans, reports, and calculations, as applicable
- \_\_\_\_\_ 6. \*Corrected Engineer's cost estimate
- \_\_\_\_\_ 7. \* \_\_\_\_\_ sets of corrected prints of the plans folded to 9" X 12"  
(Distribution: 1 planchecker, \_\_\_\_\_ CM&I, \_\_\_\_\_ other – dept.: \_\_\_\_\_)
- \_\_\_\_\_ 8. \*Corrected copy of supporting calculations and reports
- \_\_\_\_\_ 9. Department comments: \_\_\_\_\_ CM&I, \_\_\_\_\_ Fire, \_\_\_\_\_ Planning, \_\_\_\_\_ Transportation(traffic),  
\_\_\_\_\_ Transportation(signals), \_\_\_\_\_ Streets/Storm Drain, \_\_\_\_\_ Sewer/Water, \_\_\_\_\_  
other –dept. \_\_\_\_\_ (Distribution: to indicated departments)
- \_\_\_\_\_ 10. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# CONSTRUCTION CHANGE FINAL SUBMITTAL CHECKLIST E-4

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ DWG No. \_\_\_\_\_ Permit No. \_\_\_\_\_ Revision No. \_\_\_\_\_

Project Name \_\_\_\_\_

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

**The City of Carlsbad has approved this construction revision. Please return the following marked items within two weeks:**

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. Digital submittal (CAD format): See Volume 1, Chapter 2 of the engineering standards on city website at: <https://www.carlsbadca.gov/home/showpublisheddocument/330/637425982505630000>
- \_\_\_\_\_ 5. \*PDF of all calculations and reports, electronically signed and sealed, if applicable (see attached final submittal standards)
- \_\_\_\_\_ 6. Approved redlines
- \_\_\_\_\_ 7. \*PDF of the entire plan set (including previously approved sheets with no changes) with revised sheets, and/or replacement sheets, with all revisions clouded. All sheets to be electronically signed or initialed.
- \_\_\_\_\_ 8. Department approvals: \_\_\_ CM&I, \_\_\_ Fire, \_\_\_ Planning, \_\_\_ Transportation, \_\_\_ Streets, \_\_\_ Storm Drain, \_\_\_ Wastewater, \_\_\_ Water, \_\_\_ other – dept.: \_\_\_\_\_
- \_\_\_\_\_ 9. Other: \_\_\_\_\_  
\_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# Digital Submittal Standards for Plans and Documents E-4

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## Initial Submittal Standards for Plans and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov) to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- All plans shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size – Standard size 24 inches x 36 inches – Landscape View
- Plans shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid "Fit to Page".
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only.
- Scanned images of plan sheets are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)

## Resubmittal & Final Submittal Standards for Plans and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements are the same as initial submittal standards, see above.

## Naming Convention

The names of the PDF's shall match the name of the item on the submittal checklist, as an example:

### Submittal Checklist Item

1. This submittal checklist
2. Transmittal from engineer of work...
3. CAD files: See volume...

### Name of PDF

1. Submittal checklist
2. Transmittal
3. CAD files