



CITY OF PALM BEACH GARDENS

ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

STANDARDS FOR ELECTRONIC FILES

The following minimum information shall be included on the electronic (CD) submitted PDF files. The PDF files shall reflect the 24" x 36" plan size.

As-Built/Record Drawings Electronic Files

The plan shall be identical to the final approved construction plan. The as-built data shall be entered by:

- a. The applicant shall line through the existing dimension, elevation, or other data that was changed.
- b. The original information shall remain readable on the as-built plan.
- c. The revised (as-built) data shall be placed adjacent to the data that is changed.
- d. If unable to place the data adjacent to the original data, the revised data shall be placed as close as possible to the changed data with an arrow point to the location of the changed information.

The following information shall be shown on the electronic files:

- Name and license number of the professional certifying the as-built data
- Firm name of the certifying professional
- Name of the design firm (if different from the certifying firm)
- Plan sheet with north arrow, graphic scale, street names and plan border with project name
- The plan set shall be clearly labeled “**AS-BUILT DRAWING**” or “**RECORD DRAWING**”

The final as-built plan set and the electronic files shall include *the full engineering plan set with all plan sheets as approved*, including but not limited to; paving, grading and drainage plan and detail, sewer and water plan, profile and detail, horizontal control, pavement marking & signing, erosion control, boundary and topographic, notes and specifications, design modifications and substitutions, etc. *While all of the construction plan sheets shall be included, only those plan sheets for which as-built data is provided need to be signed and sealed by the certifying surveyor or engineer.* The applicant is advised that the above requirements may or may not agree with the City of Palm Beach Gardens GIS requirements. The applicant shall therefore review the requirements of GIS as well.