



# Construction Change Submittal Application and Instructions

## Initiating a Construction Change Submittal

Complete an Engineering Document Submittal Application online at  
<https://oceansideca.seamlessdocs.com/f/ENGAPP>.

- Please ensure that it is clear in the project description and additional comments that submittal is for construction change.
- Check the box for the appropriate plan type(s) (Grading, Erosion, or Improvement Plan) as well as both “Initial submittal” and “Construction Change” under the appropriate plan type(s) to indicate that this is the first time you are submitting for a new construction change.

Once processed, the Engineering Counter Technician will email a link to digitally upload the attached application form and the construction change submittal items to the “Box” folder. It will be sent to the email listed in the initial application form. All resubmittal links and plan check comments will be sent to the same email address.

For more information on Box (How to create an account or submit) please visit the website at  
<https://www.ci.oceanside.ca.us/government/development-services/engineering/online-services>.

Note: Only online/digital construction changes will be accepted. The City no longer accepts over the counter paper submittals. Follow the instructions above. Only mylars ready for signature will be submitted over-the-counter.



## Application

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Date of Application: \_\_\_\_\_

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

Project/File Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

This application is for Construction Change No. (1, 2, 3 or...): \_\_\_\_\_

Initial Construction Change Submittal

Resubmittal # \_\_\_\_\_

Mylars ready for signature (this form to be printed and submitted with the mylars over-the-counter)

Construction change is for... (Select & complete all that applies)

Grading (Plan Number: \_\_\_\_\_ )

- Total Number of Sheets in the set: \_\_\_\_\_
- Number of Sheets Changed incl. title sheet (Doesn't require City Engineer Signature): \_\_\_\_\_
- Number of New Sheets Added or Replaced (Requires City Engineer Signature): \_\_\_\_\_

Erosion Control (Plan Number: \_\_\_\_\_ )

- Total Number of Sheets in the set: \_\_\_\_\_
- Number of Sheets Changed incl. title sheet (Doesn't require City Engineer Signature): \_\_\_\_\_
- Number of New Sheets Added or Replaced (Requires City Engineer Signature): \_\_\_\_\_

Improvement (Plan Number: \_\_\_\_\_ )

- Total Number of Sheets in the set: \_\_\_\_\_
- Number of Sheets Changed incl. title sheet (Doesn't require City Engineer Signature): \_\_\_\_\_
- Number of New Sheets Added or Replaced (Requires City Engineer Signature): \_\_\_\_\_



## Submittal Instructions

The application on the previous page, along with the following items listed below must be submitted into the Box Folder link that will be provided by the technician:

- A written letter from the Engineer of Work listing all of the proposed changes and the sheets that they are on. The description of changes should be thorough and detailed. The letter should include a table with the following format:

Sheet No.	Description of Changes

- PDF of the most recent City approved plan set
- PDF of the proposed redline changes on city-approved plan set with clouding and deltas (include sheets that aren't changed as well). Changes shall be shown in red.
- PDF of the supporting calculations/reports. If any reports have been updated, clearly show the changes.
- PDF of the cost estimate. If there are changes to the cost estimate quantities, clearly show the changes. (If resubmittal) the previous round of redlines and all of the above.

**File Naming Convention:** Please name all files appropriately so that they can be identified by the reviewer. For example, the initial construction change plans for the first construction change set should be labeled along the lines of "G22-00000\_(Project Name)\_CC1\_Plan Set\_1<sup>st</sup> Submittal".

If there is a new sheet added that was not part of the original set, the new sheet will need to be followed by a letter, such as sheet 10A in between sheets 10 and 11. Don't forget to include this new sheet in the sheet index.

If there is a sheet to be voided, place an "X" through the sheet and mark it as void. Include the void sheets in the submitted set.

In general:

- All changes will need deltas and clouding
- The title sheet is the accumulation of all changes in the plan set, which can contain up to four deltas in the Approved Changes Box
- Each delta is given a distinct description and cannot be different on another sheet. For example, delta 2 on sheet 2 is for a change in water meter size, but delta 2 on sheet 6 is for the abandonment of existing sewer lateral; this is not allowed.
- Each sheet that contains a change should contain a cloud and delta on the plans and a delta and description in the Approved Changes Box.



## Fees

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All construction changes will be charged a minimum flat fee plus reproduction fee (\$21 per sheet changed, added, or replaced) according to the Engineering Fee Schedule found online at <https://www.ci.oceanside.ca.us/gov/dev/fees.asp>

Minor Construction Changes – no new plan sheets (City Engineer Signature is not required)

Fee: \$315 minimum

Standard Construction Changes – up to 5 new plan sheets (City Engineer Signature required)

Fee: \$630 minimum

Major Construction Changes – more than 5 new plan sheets (City Engineer Signature required)

Fee: \$945 minimum