



## MYLAR SUBMITTAL CHECKLIST

The purpose of this checklist is to assist in the preparation and submittal of mylar plans to the City of Oceanside. Any deviations from this checklist may result in the rejection or processing delay of the mylar plans.

### DO NOT:

- Print plans on backside of mylar sheets (reverse plot).
- Sign the As-Built statements on any of the title sheets.
- Write information in the "Approved Construction Change" box on any of the sheets.
- Add or make changes to the information on the mylar plans that deviate from the final plan-check version of the plans without prior City approval. Essentially, the information on the mylar plans should match that of the final plan-checked version of the plans.
- Submit mylars without all Engineering fees, deposits, and securities having been paid or posted. Final approval and signature from the City Engineer cannot occur without all fees, deposits, and securities in place.

### DO:

- Have the Professional Engineer (PE) sign, date, and stamp the "Engineer-of-Work" statements on the title sheets. This information must be legible.
- Have the soils engineers sign, date, and stamp the "Grading Plan Certificate" on the grading plan title sheet. Only the soils engineers that signed and stamped the approved soils report are allowed to sign and stamp this certificate. This information must be legible.
- Make sure that the PE signs and dates the signature block at the bottom, right-hand corner of every sheet (electronic signatures are acceptable).
- Make sure that every sheet contains a PE stamp (electronic stamps are encouraged). If it is a wet-stamp, please ensure that it does not smear, bleed, or is illegible upon submittal to the City.
- Make sure that all sheets and content are legible and clear. Mylars that are faded or contain line-weights or color that are too light or difficult to see may be rejected.
- Provide the WDID number and File number above the signature block, if applicable, on every sheet. Otherwise, please put "N.A." if the number is not applicable.
- Provide a "Land Development Permit" with the mylar submittal. Fill out the left side of the Permit form and get the "Permittee" signature.