



## CONSTRUCTION CHANGE INTAKE REQUIREMENTS

BULLETIN

**3**

JAN 2017

Engineering Department  
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[www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)

### INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED

Applicant: \_\_\_\_\_ Site Address: \_\_\_\_\_

APN: \_\_\_\_\_ TM/TPM: \_\_\_\_\_

#### **Construction Change:**

- 2 copies of plans before change
- 3 redline copies of proposed changes
- All changes shall be clouded/bubbled on sheet
- Pay Deposit of \$500

#### **Resubmittal:**

- Submit \_\_\_\_\_ sets of plans
- New sheets must be added to back of set
- Any sheets to be voided shall state "Void – replace by sheet # \_\_\_\_\_"
- Additional deposit (if necessary) of \$ \_\_\_\_\_

#### **Approved Changes:**

- Engineer of work or bonded print company may check out mylars once change is approved to draft approved changes on mylars.
- City Engineer to sign approved changes
- Submit 3 full size replacement copies
- Provide the City with a PDF copy of changed sheets
- Provide the City with PDF copy of any report changes