



Construction & Record Drawing Requirements

THE PURPOSE

To clearly define the process and requirements for preparers of construction and record drawings so that the information will be accurate, consistent, and compatible with the City's GIS system. Plan preparers should review this document prior to beginning any drawings that will be submitted to the City to ensure that the eventual record drawing format, datum, and content will meet City standards.

WHY REQUIRED?

A primary responsibility of the City of Redmond is to maintain the City's infrastructure. Information about Redmond's infrastructure such as locations, sizes types, and other relevant data are maintained by the City in order to support City operations, developers, consultants, business owners/operators, other government agencies, private utility operators, citizens, etc. for planning, design, and maintenance purposes. Having accurate information in a consistent and accessible format is critical to supporting these users and functions.

Site construction drawings are engineering documents that are required for improvements to a particular site, and they are required to be submitted for review and approval, prior to issuance of a building permit or clearing and grading permit. After the site construction is substantial complete and determined by the City Inspector, the City of Redmond requires record drawings to be submitted and reviewed for all improved and as-built conditions to be mapped accurately, consistently, and compatible with the City's GIS system.

This document highlights the requirements for preparing the construction and record drawings submittal for GIS review.

PREPARER AND DATUM REQUIREMENTS

Construction and Record Drawing Preparer

Construction and Record Drawings shall be prepared and certified by Professional Engineer and/or Registered Professional Land Surveyor currently licensed in the State of Washington.

Coordinate System, Horizontal and Vertical Survey Control

Beginning with the initial survey of existing conditions, the CAD file for design must be properly geo-referenced to WASHINGTON STATE PLAN NORTH, NAD 83 (91-HARN) coordinate system and tie the project to at least two (2) City of Redmond Horizontal Control Monuments. In addition, locate project in the City's vertical datum (NAVD 88) and tie the project to two (2) City of Redmond Vertical Control Datum benchmarks. The coordinate system, horizontal and vertical control information are required to be shown on the cover sheet or first page of the project. NO ASSUMED coordinate system is allowed.

For City's Horizontal Control Monuments information, the information can be found on our website at [City Horizontal Control Notebook](#) or come to Development Services Center on the 2nd Floor at the City Hall.

For City's Vertical Control Survey Network, the information can be found on our website at [City Vertical Control Survey Notebook](#)

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APPROVED CONSTRUCTION DRAWINGS SUBMITTAL (At 1ST and Last CCR Intakes)

GIS Review Package

- One (1) full-size complete set (all pages listed in Sheet Index) of construction drawings in paper.
- A hardcopy of complete Digital Requirement Checklist. (See link to checklist at the end of this document.)
- A CD with CAD file. (Make sure only ONE single CAD file in model space (AutoCAD) for the entire project with
- no external reference files)

Required Copies Made (After Signed Mylar Approval)

- One (1) Full Size Mylar Set (22"x34")
- Four (4) Full Size Paper Sets (22"x34")
- Eleven (12) Half Size Paper Sets (11"x17")

RECORD DRAWINGS SUBMITTAL

Engineering and Construction Review Package

- Original contractor's markup (Gold) set
- One (1) full-size complete set (all pages listed in Sheet Index) of record drawings in paper

GIS Review Package (After Approval)

- One (1) full-size complete set (all pages listed in Sheet Index) of record drawings in paper (if required)
- A hardcopy of complete Digital Requirement Checklist. (See link to checklist at the end of this document.)
- A CD or thumb drive with CAD file. (Make sure only ONE single CAD file in model space (AutoCAD) for the entire
- project with no external reference files)

Required Copies Made (After City Approval)

- One (1) Full Size Mylar Set (22"x34")
- Three (3) Half Size Paper Sets (11"x17")

RECORD DRAWINGS CASH DEPOSIT BOND

A cash deposit bond is required to ensure record drawings are completed. The record drawings deposit is due before construction Mylar approval. Below is a list of required bond amounts for different types of project.

Large Commercial (> 1 Acre)	\$75,000
Small Commercial (≤ 1 Acre)	\$15,000
Plat (≤ 10 Lots)	\$15,000
Plat (11-25 Lots)	\$25,000
Plat (≥ 26 Lots)	\$50,000
Single Family Offsite Construction (Per Lot)	\$2,500
E.g. Frontage Improvements	
E.g. Utility Extension (≤ 100 feet)	
Utility Extension (Each additional 100 feet)	\$1,000
Tenant Improvement Related Civil Project	\$5,000
E.g. Frontage Improvements, PIV Relocation, and etc.	

The cash deposit will be released upon completion of Record Drawings and Easements.

Resources:

[Record Drawing Requirements and Digital Submittal Checklist](#)

[Record Drawing Cash Deposit Bond Form](#)