

Checklist for CAD Submittals to Public Utilities Department

1. CAD submittals are required at 30%, 60%, 90%, Final, and Record Drawing (As-Built) stages.
2. All CAD work must be done with City Standard Microstation -converted AutoCAD files are not acceptable.
3. CAD files shall contain one drawing only – multiple drawing sheets in a single file are unacceptable.
4. Submit all CAD files, unzipped, on a standard CD or DVD. Do not submit level logs.
5. Submit all survey and aerial photo files used for the project.
6. Submit Standard CAD Transmittal using form provided by Public Utilities.
7. Submit half-size 11 inch by 17 inch hard copy of each drawing.
8. Standard pen tables and color tables provided by Public Utilities must be used for all CAD drawing files.
9. Submitted hard copy must match plots by Public Utilities of submitted CAD files using Standard pen tables.
10. Show CAD file name/path in lower left margin of all drawings. The standard border does this when using Iplot.
11. Drawing file names shall include D sheet number in the file name and end with “.dgn” extension.
12. All drawings to use the standard Public Utilities border file provided which may not be altered in any way.
13. The standard border must be a reference file, not live elements.
14. Drawings must be full scale, i.e. dimensioned elements must measure on screen exactly as called out.
15. All CAD files must use the Standard City seed files.
16. All CAD files must be 3D.
17. All CAD files shall use units of Survey Feet, not International Feet.
18. All civil and site plans must be on NAD83 California Zone 6 State Plane coordinates.
19. All civil and site plans, including plan and profile drawings, must show at least two NAD83 coordinate points.
20. Reference files must be attached with save relative path in V8, save full path in V7.
21. Reference files must remain attached when a drawing file is opened off the CAD submittal CD.
22. Raster files must be in same folder as master file.
23. An overall site plan G-1 must be provided for projects covering multiple sheets.
24. Title blocks and List of Drawings must match, i.e. have the same drawing names and numbers.
25. All drawings must have uniform appearance with same north arrow, text font and size, etc.
26. Call outs must be per the Standards, including forward/back sheet number references.
27. Plans must use varied line weight/styles, per the Standards.
28. Plans must not be illegible where text is obscured by line work.
29. Each as-built drawing must contain the Record Drawing block.
30. Provide standard director signature block on cover sheet and list of drawing sheets.