

CITY OF KIRKLAND

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**DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY**

Policy G-3: CONSTRUCTION RECORD DOCUMENT REQUIREMENTS

"CONSTRUCTION RECORD" DRAWINGS

1. Do not erase, but cross out numeric data on plans such as structure tops, inverts, slopes, material, etc. then add "Construction Record" data with a CR in parenthesis following the revised entries.
2. Do not erase, but cross out and re-draw the "Construction Record" graphical changes in their revised locations.
3. Include the approved King County Datum with benchmark elevation and location. All "Construction Record" elevations must be based on the approved King County Datum (NAVD 88 vertical, NAD 83/91 horizontal) unless the project was allowed to be submitted based on the old City of Kirkland Datum.
4. Drawings must display the word "RECORD DRAWING" near the title block in readily recognizable print with the corresponding date and surveyor's or project engineer's signature.
5. Submit one set of record drawing bluelines to the Construction Inspector for review before preparing digital copies.
6. Prepare and submit one set of D sized (24"x36" media size, 21"x33" max. plot size) blueline copies of the "Construction Record" documents. Include appropriate permit number in bold lettering on all pages.
7. In addition to the requirements listed above (#6), record drawings shall also be submitted on USB thumb drive in the following formats: TIF and PDF. Both shall have a minimum resolution of 300dpi. Each page shall have a corresponding file name. The proper format for naming files shall be: ProjectName## (## being the page number). For example: ThomasShortPlat1.tif...ThomasShortPlat4.tif / ThomasShortPlat1.pdf...ThomasShortPlat4.pdf.
8. Record Drawing PDF files shall not be restricted or password protected in any way.