

D3 AS-BUILT PLAN REQUEST INFORMATION (Rev. 9/2018)

- ❖ As-Built plan requests are processed as expeditiously as possible in the order received.
- ❖ If electronic images are available, they will be provided via e-mail or FTP at no cost.
- ❖ If electronic images are not available, hard copy print costs are as follows:
- ❖ Computer Prints: \$0.25 per sheet for sizes up to 11" x 17" and \$0.13 per square foot for sizes exceeding 11" x 17"
- ❖ Microfilm Prints: \$2.50 per sheet for sizes up to 11" x 17" and \$7.50 per sheet for sizes exceeding 11" x 17"

HOW TO REQUEST AS-BUILT PLANS

Complete the [REQUEST FOR PHOTOGRAPHS, MAPS, AS-BUILT PLANS, OR OTHER](#) and email (for quickest response) to AsBuiltRequest@dot.ca.gov; or, submit by regular postal service to:

District 3 As-Built Plans
703 B Street
Marysville, CA 95901

PLEASE NOTE

- Caltrans Contractors must be referred by the project Resident Engineer to submit a plan request.
- Contract Bidders must be referred by the Contract Bidders Desk to submit a plan request.
- Contract Bidder structure plan requests are handled by the Office of Structure Maintenance and Investigations.
 - ✓ For structures in Districts 1-6 or 10 send a fax to (916) 227-8357.
 - ✓ For structures in Districts 7-9 or 11-12 send a fax to (916) 227-8357; or, contact the LA Office at (213) 897-0877.
- If a request is found to involve confidential structures, you will be referred to the District and asked to complete and submit a Confidentiality Agreement, accompanied by a valid United States or State Official picture identification card.

WHAT TO EXPECT IN RESPONSE

1. Private Individuals/Companies: Specific plan sets will be identified and/or a list of available plan sets will be compiled and provided to you for review and selection. If there is a payment due, you will be informed of the amount and provided with instructions for payment. Once payment is received (or, if no payment is due) the plan set information will be provided to you.
2. Caltrans Contractors, Contract Bidders, Federal, State or Local Agencies and those doing business on behalf of a Federal, State or Local Agency: Specific plan sets will be identified and/or a list of available plan sets will be compiled and provided to you for review and selection, which will be provided to you free of charge.

DISTRICT 3 RESOURCE CONTACTS

- Aerials: Bruce Baker (530) 741-7368
- As-Built Plans: Julia Williams (530) 741-5129
- Electrical Design: Mary Ann Hudspeth (530) 634-7622
- Encroachment Permits: Brigette Haddock; Tejinderjit Singh; Marilyn Sanger; Deborah Stage (530) 741-4403
- Right of Way Engineering (including limited utility information): Tiffany Bean (530) 741-7101; Dave Thibeault (530) 741-5305
- Signal Operations: Steve Block (530) 634-7619