

D3 AS-BUILT PLAN REQUEST INFORMATION (Rev. 3/2017)

- ❖ Plan requests are processed as expeditiously as possible in the order received.
In most cases plan requests are completed within 10 business days.
- ❖ If electronic images are available, they will be provided via e-mail or FTP at no cost.
- ❖ If no electronic images are 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 PLANS

Complete the [REQUEST FOR PHOTOGRAPHS, MAPS, AS-BUILT PLANS, OR OTHER MATERIAL DPD-3002](#) and email to AsBuiltRequest@dot.ca.gov for quickest response; or, submit by regular postal service to:

District 3 Plan Requests
703 B Street, 4TH Floor
Marysville, CA 95901

Attention: Ron Huffman

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.
- If a request is found to involve confidential structures, you will be 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 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: Ron Huffman (530) 741-7120
- ◆ Electrical Design: Mary Ann Hudspeth (530) 634-7622
- ◆ Encroachment Permits: Berinder Dhaliwal; Tejinderjit Singh; Jack Cowell;
Marilyn Sanger; Deborah Stage (530) 741-4403
- ◆ Right of Way Engineering (including limited utility information):
Abraham Hessabi (530) 741-7101; Dave Thibeault - (530) 741-5305
- ◆ Signal Operations: Steve Block (530) 634-7619