

# List of Required Documents Submitted to SC HQ

This attachment identifies the 23 required documents that must be submitted to Structure Construction (SC) headquarters (HQ) and when they are due as detailed in:

- Table 1, *Required Documents Submitted to the SC Office Associates*, which includes 16 items that are submitted by email to the email address [sc.office.associates@dot.ca.gov](mailto:sc.office.associates@dot.ca.gov).
- Table 2, *Required Documents Submitted to the SC Substructure Engineer*, which includes 4 items that are submitted by email to the email address [sc.substructure.engineer@dot.ca.gov](mailto:sc.substructure.engineer@dot.ca.gov).
- Table 3, *Required Documents Submitted to the SC Falsework Engineer*, which includes 1 item that is submitted by email to the email address [sc.office.associates@dot.ca.gov](mailto:sc.office.associates@dot.ca.gov).
- Table 4, *Required Documents Submitted to the SC Administrative Staff*, which includes 2 items that are submitted by email to the email address [osc.administration@dot.ca.gov](mailto:osc.administration@dot.ca.gov).

For additional information, expectations, and guidelines for submitting the required documents, refer to Attachment 2, *Guidance for Completing Required Documents Submitted to SC HQ*. For samples of completed required documents refer to Attachment 4, *Samples of Required Documents Submitted to SC HQ*.

If a required document cannot be scanned and submitted by email, submit the required document by mail to:

State of California  
Department of Transportation  
Engineering Services  
Structure Construction  
1801 30<sup>th</sup> Street, MS 9-2/11H  
Sacramento CA 95816

**Table 1. Required Documents Submitted to the SC Office Associates.**

	<b>Required Document</b>	<b>What is Submitted</b>	<b>When to Submit</b>
1	Project Status Initial	<p>The following information is entered in VISION:</p> <ul style="list-style-type: none"> <li>• Contract Start Date</li> <li>• Contract Amount</li> <li>• Structure Division of Work</li> <li>• Name of Structure Contractor</li> </ul>	<p>PSI data is entered in VISION after the Task 275 start date in VISION and after the Division of Project Work memo has been issued. Refer to <a href="#">BCM C-5</a>, <i>Division of Project Work</i>.</p>
2	Driven Pile Records	<ul style="list-style-type: none"> <li>• Form SC-4803, <i>Pile Quantity &amp; Driving Record (Driven Piles)</i></li> <li>• Form SC-4805, <i>Log Pile Sheet</i></li> <li>• Form SC-4806, <i>Pile Layout Sheets</i></li> </ul>	<p>Submit immediately after piles are driven for a bridge.</p> <p>Submit using file name as follows:            PILE RECORDS BRIDGE NAME (BRIDGE NUMBER) (LOCATION AND LOCATION NUMBER): Example: PILE RECORDS SULTANA DRIVE OC (39-0218) (ABUTMENT #1).</p>
3	Cast-In-Drilled Hole (CIDH) Piling Records	<ul style="list-style-type: none"> <li>• Form SC-4804, <i>Pile Quantity &amp; Drilling Record (CIDH Pile)</i></li> <li>• Form SC-4806, <i>Pile Layout Sheet</i>, for each support location</li> <li>• Form SC-3803, <i>Drilled Shaft Excavation Log</i>, for all CIDH concrete piling 5 feet in diameter or larger AND one CIDH concrete pile per support location for CIDH concrete piles less than 5 feet in diameter</li> </ul>	<p>Submit immediately after all piles are placed for a bridge. If there are multiple bridges on a contract, submit the pile records for each bridge.</p> <p>Submit using file name as follows:            PILE RECORDS BRIDGE NAME (BRIDGE NUMBER) (LOCATION AND LOCATION NUMBER): Example: PILE RECORDS SULTANA DRIVE OC (39-0218) (ABUTMENT #1).</p>

	<b>Required Document</b>	<b>What is Submitted</b>	<b>When to Submit</b>
4	Joint Seal Calculations	Form BD-0307, <i>Joint Movement Calculations-LRFD</i>	<p>Submit immediately after all joint seal(s) are placed for a structure.</p> <p>Submit using file name as follows: JMC BRIDGE NAME (BRIDGE NUMBER): Example: JMC SULTANA DRIVE OC (39-0218).</p>
5	Paint Records	Form SC-6305, <i>Paint Record</i>	<p>Submit immediately after structure is painted.</p> <p>Submit using file name as follows: PAINT RECORD BRIDGE NAME (BRIDGE NUMBER): Example: PAINT RECORD SULTANA DRIVE OC (39-0218)</p>
6	Permanent Vertical Clearance	<ul style="list-style-type: none"> <li>• Form TR-0019, <i>Notice of Change in Clearance or Bridge Weight Rating</i></li> <li>• Form TR-0020, <i>Notice of Change in Vertical or Horizontal Clearance</i></li> <li>• Form TR-0029, <i>Notice of Change in Clearance or Bridge Weight Rating</i></li> </ul>	<p>Submit 15 days before implementing the proposed permanent changes. Submit per direction in the Forms and copy <a href="mailto:sc.office.associates@dot.ca.gov">sc.office.associates@dot.ca.gov</a></p> <p>Submit using file name as follows: PVC BRIDGE NAME (BRIDGE NUMBER): Example: PMC SULTANA DRIVE OC (39-0218)</p>
7	Report of Completion for a Structure	<ul style="list-style-type: none"> <li>• Form SC-6303, <i>Report of Completion – Bridges</i></li> <li>• Form SC-6304, <i>Report of Completion – Building Projects</i></li> </ul>	<p>Submit immediately when structure is complete</p> <p>Submit using file name as follows: ROC BRIDGE NAME (BRIDGE NUMBER): Example: ROC SULTANA DRIVE OC (39-0218)</p>

	<b>Required Document</b>	<b>What is Submitted</b>	<b>When to Submit</b>
8	Structure Completion Notification	Structures Maintenance & Investigation (SM&I) notification per Attachment 2, <i>Guidance for Completing Required Documents Submitted to SC HQ.</i>	Submit 30 days prior to expected completion of all new, widened, replaced, rehabilitated, and temporary structures.
9	As-built CPM Schedule	Transmittal email to SC HQ of as-built CPM Authorized as-built CPM is completed by the contractor and verified by the Structure Representative.	Submit immediately after SR verification of the final updated schedule -Submit using file name as follows: CPM EA, Example: CPM 10-3169E4
10	As-built Structure Project Plan Sheets	As-built structure project plan sheets For guidance refer to Attachment 3, <i>Guidance for Completing As-Built Project Plans.</i> If a project has more than one structure, submit as-built structure project plan sheets when each structure is complete.	Submit within 30 days after all structure work is complete.  Submit using file names as follows: ABP BRIDGE NAME (BRIDGE NUMBER): Example: ASB SULTANA DRIVE OC (39-0218)
11	Project Status Final	The following information is entered in VISION: <ul style="list-style-type: none"> <li>• Construction End Date (3.275)</li> <li>• Structure Amount Paid</li> <li>• Structure Contract Change Order Amount.</li> </ul>	Submit PSF data when all structure work is complete and after the Task 275 end date in VISION. <i>Project Status Final</i> data for projects with pending claims must be entered at this time with known costs and updated with the final costs after all claims are resolved. Enter a note in the comment field in VISION that the project has pending claims.
12	Confirmation of Sending Report of Permanent Horizontal and Vertical Clearances to Permits	“Written confirmation” can be an email response saying “confirmation”.	Submit immediately after confirmation of sending the report.

	<b>Required Document</b>	<b>What is Submitted</b>	<b>When to Submit</b>
13	Authorized Shop Drawings	Transmittal email or memorandum authorizing the shop drawings and authorized shop drawings	<p>Submit when authorized</p> <p>Submit using file names as follows:  FSD (TYPE OF FINAL SHOP DRAWING BRIDGE NAME (BRIDGE NUMBER) (LOCATION AND LOCATION NUMBER)  For type use:</p> <ul style="list-style-type: none"> <li>• P/S for POST-TENSIONING</li> <li>• JSA (MR=?) for JOINT SEAL ASSEMBLY</li> <li>• SS for STRUCTURAL STEEL</li> </ul> <p>Example: FSD (P/S SULTANA DRIVE OC (39-0218)</p>
14	As-built of Authorized Shop Drawings	<ul style="list-style-type: none"> <li>• Transmittal email to SC HQ of as-built authorized shop drawings</li> <li>• Authorized shop drawings completed by the contractor and verified by the Structure Representative</li> </ul>	<p>Submit immediately after the component is place.</p> <p>Submit using file name as follows:  AB-FSD (TYPE OF FINAL SHOP DRAWING BRIDGE NAME (BRIDGE NUMBER) (LOCATION AND LOCATION NUMBER)  For type use:</p> <ul style="list-style-type: none"> <li>• P/S for POST-TENSIONING</li> <li>• JSA (MR=?) for JOINT SEAL ASSEMBLY</li> <li>• SS for STRUCTURAL STEEL</li> </ul> <p>Example: AB-FSD (P/S SULTANA DRIVE OC (39-0218).</p>

	<b>Required Document</b>	<b>What is Submitted</b>	<b>When to Submit</b>
15	Complaint, Summons and Subpoena	Letter of transmittal to SC HQ with a copy of the complaint and subpoena where employee is named as defendant. <i>NOTE: Do not accept a complaint subpoena which names the State as the defendant, which should be served to the Attorney General or Director of Transportation.</i>	Submit immediately after receipt.
16	Potential Damage Claim	Letters, bills or other informal written communications in connection with accidents involving the operation of State-owned motor vehicles, or referring to an alleged dangerous or defective condition of the highway, or an alleged negligent act or omission of a State employee.	Submit immediately after receipt.  NOTE: Such letters should not be acknowledged by the employee.

Submit the following required documents to the SC Substructure Engineer at SC HQs by email to [SC.Substructure.Engineer@dot.ca.gov](mailto:SC.Substructure.Engineer@dot.ca.gov).

**Table 2. Required Document Submitted to the SC Substructure Engineer.**

	<b>Required Document</b>	<b>What is Submitted</b>	<b>When to Submit</b>
1	Completed Pile Design Data Form	Completed Pile Design Data Form for anomalous sections of rejected CIDH piles	Submit immediately after all sections of the form are completed.
2	Authorized CIDH Pile Mitigation Plan	CIDH pile mitigation plan authorized by the DES CIDH Pile Mitigation Plan Review Committee	Submit immediately after plan is authorized.
3	Authorized Mitigation Report (per 2015 and current Contract Specifications) CIDH Pile Post Mitigation Plan (per Contract	Mitigation Report per 2018 SS 49-3.02A(3)(h)	Submit immediately after the contractor submits a complete Mitigation Report.
4	<i>CIDH Pile Information for Piles Tested by the Foundation Testing Branch (FTB) memo</i>	<a href="#">Form SC-3812</a> , <i>CIDH Pile Information for Piles Tested by the Foundation Testing Branch (FTB) memo</i>	Submit following completion of the project work.

Submit the following required document to the SC Falsework Engineer by email to the email address [sc.office.associates@dot.ca.gov](mailto:sc.office.associates@dot.ca.gov).

**Table 3: Required Document Submitted to the SC Falsework Engineer.**

	<b>Required Document</b>	<b>What is Submitted</b>	<b>When to Submit</b>
1	<p>Authorized temporary structures shop drawings for:</p> <ul style="list-style-type: none"> <li>• Falsework</li> <li>• Column guying</li> <li>• Bridge removal work plan</li> <li>• Shoring</li> <li>• Support systems for portions of permanent bridges that are temporarily unstable</li> <li>• Contractor-designed temporary bridges or other facilities</li> <li>• Etc.)</li> </ul>	<p>Per guidance in <a href="#">BCM C-11</a>, <i>Shop Drawing Review of Temporary Structures</i>, submit:</p> <ul style="list-style-type: none"> <li>• Transmittal Letter</li> <li>• Stamped and signed Temporary Structure Analysis Report</li> <li>• Stamped authorized Shop Drawings</li> <li>• Contractor’s calculations</li> <li>• SC reviewer’s calculations</li> <li>• Railroad authorization when railroad is involved</li> <li>• Manufacturer’s catalogue, data sheet.</li> </ul>	<p>Submit when the Submittal is authorized.</p> <p>Submit using the naming convention specified in the <i>Falsework Manual</i>, <a href="#">Chapter 2</a>, Section 2-11.04, <i>File Naming Convention</i>.</p>



Submit the following required document to the SC Administrative Staff by email to the email address [osc.administration@dot.ca.gov](mailto:osc.administration@dot.ca.gov).

**Table 4. Required Document Submitted to the SC Administrative Staff.**

	<b>Required Document</b>	<b>What is Submitted</b>	<b>When to Submit</b>
1	Change of Address for Check Disbursement	Form SC-0102, <i>Change of Address for Check Disbursement</i>	Submit immediately when starting work for SC Submit immediately when any information changes, such as a change to the home address or emergency contact.
2	Letter confirming loss or theft of non-expendable equipment	Email detailing lost or stolen non-expendable equipment.	Submit immediately when the loss or theft occurs.