



Policy Memorandum – ADMIN 1

To: Building Division Staff

From: Samir Ghosn,
Deputy Community Development Director/Chief Building Official

Effective Date: **March 10, 2020**
(Original Effective Date: July 28, 1998)
(Revised: December 2, 1998 / January 11, 2001 / April 3, 2001 /
September 10, 2009)

Regarding: **Revisions to Approved Drawings**

Plan check on revisions to approved drawings shall be completed within five working days from the date of submittal. The following procedure is to be followed when processing revisions to approved drawings.

- A. Adding or reducing the scope of approved project requires an updated permit application reflecting the added scope or reduced scope and new submittal under a new revision plan check number. (REVYEAR-#)
- B. Only the registered professionals who initially prepared the drawings may make revision to their drawings.
- C. The revised drawings must index to detail the location of the changes and shall remain neat and be of professional quality.
- D. White out is not allowed to delete or modify drawings. Single strike through may be allowed, subject to the plan check engineer's approval provided it is initialed by both the applicant and the reviewer.
- E. Revised details may be taped to the drawings and stapled to the field set, and must be clearly referenced on the plan.
- F. When substantial revisions are made, the entire sheet must be revised and reprinted, unless the revision is minor in scope and can be marked on the drawing by the design professional. Plans should maintain a clear professional quality, subject to acceptance by the plan check engineer.
- G. Two sets of the revised sheets are required. Compare the revised drawings to the approved drawings and identify all revisions, with clouds and deltas.
- H. All revisions must be clouded, deltas, dated and signed by the design professional.

- I. On large commercial projects, RFI revisions may be approved on 8 ½” by 11” sheets and accumulated by the plan check engineer in a project binder until, the drawings are revised to include all revisions prior to final inspection or requesting TCO.
- J. A plan review fee shall be collected for processing the revision(s) at the approved hourly rate by the fee resolution adopted by City Council.
- K. Keep all drawings. Stamp the superseded sheets on the bottom right hand corner. All superseded and revised sheets will be scanned. Stamp the prior approved document with stamp “See also the clouded revisions on the revised sheet(s).”
- L. Disassemble the approved set and insert revised sheets on top of the respective superseded sheet(s) and reassemble (staple) the set.