



Building & Safety Division

How to Process Revisions to Approved (Permitted) Plans

PURPOSE & SCOPE

Approval of revisions to approved plans may be made provided the applicant submits all revised sheets of plans for review/approval to the Building and Safety Division and all other required agencies. The following procedures shall be followed for obtaining approval for revisions to the plans and/or scope of work that has been previously reviewed, approved and permitted.

Revisions are handled similar to a submittal; however, depending on the scope of revisions, the review time could vary. The goal of the Building and Safety Division is to complete the first cycle of submitted plan check review for minor revisions within a week of being assigned into plan check. Minor revisions are defined as changes that do not require extensive review of structural or life safety issues. Some minor revisions may be determined by the plan check engineer as an over-the-counter review and approval.

Revisions that result in additional square footage or incorporate a scope of work that was not included in the original permit will be considered as a major revision and will be reviewed according to time frames allowed for new submittals.

PROCEDURE AND REQUIRED ITEMS FOR SUBMITTAL

Contact the original plan check engineer whose name appears on the approved permitted plans to notify him/her of the proposed revisions. Coordinate with the plan check engineer to meet or discuss the scope of revision in a meeting if necessary.

1) PERMIT APPLICATION/PLANS

The applicant must submit a completed [Revision Plan Check Application](#) form. This application must be completed and submitted through our City ePlans process, <mailto:eplans@smgov.net>. The revised scope of work should be clearly described on this form and include the permit number. Please make sure that **revisions are clouded on plans** and an **itemized narrative of changes** is uploaded into Supporting Docs. The plan name must match the sheet name for example **A-1, A-2, A-3, S-1, S-2, M-1**. It is recommended each pdf be **under 2MB** per sheet.

Upload previously approved sheets first then upload revised sheets. [See instructions below.](#)

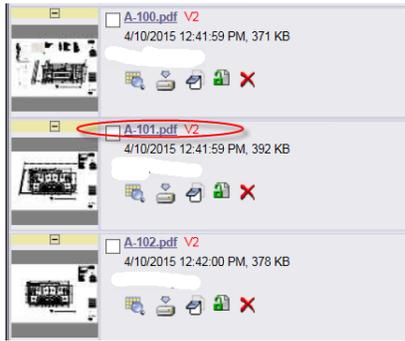
The upload documents should include:

- A) Original approved City stamped plan sheets affected by the revisions.

Step 1: Upload the affected city stamped plan sheets into the <ProjectDox Plan Folder> with the original approved file name (ex. **A-101.pdf**)

- B) Revised plan sheets with sheet file names coordinated exactly as the original approved City stamped plan sheets (this step would version the revised plan sheets as version 2 [**V2**]). Revisions should be clouded on the plans and marked "delta #" and dated. **Deltas must be coordinated on the sheet Title block** (Delta 1, 2, etc.)

Step 2: Upload the revised plan sheets using the exact file name in Step 1 above. Your <ProjectDox Plan Folder> should show **A-101.pdf V2**



C) Revised structural calculations, as necessary.

D) Additional documents such as soils report addendums, letters of transmittal, field inspector correction list, deputy inspector forms, structural observation forms, etc.

If the approved field hard copy plans/calculations (applicant original copy) are required as reference for plan review, you must coordinate the transmittal/handling of the original plans with the plan check engineer. All original documents will eventually be returned to the applicant. Details or portions of the original plans replaced by the revisions must be removed or clearly deleted. If the original submittal was prepared by a licensed/registered architect or engineer, that same professional must sign the revised plans, otherwise the property owner or contractor of record may make such revisions or designate another licensed/registered architect or engineer for the entire project.

2) **FEES**

Supplemental plan review fees will be initially assessed on an hourly basis of review time based on the proposed scope of revision. Additional hours may be assessed during the review process as applicable.

If the scope of revision includes new work that was not included in the original permit scope, additional permit fees based on the square footage or on an hourly basis for additional inspections will be assessed.

If additional permits are required, the appropriate permit fees will be due following the completion of the plan check review. Also, additional development related fees may be assessed such as school fees or other agency fees. These fees must be collected before any permits are issued.

PROCEDURE FOR REVISIONS APPROVED OVER-THE-COUNTER (PAPER PLANS AND ELECTRONIC PLANS)

At the discretion of the plan check engineer, minor revisions (paper plans) may be reviewed and approved over-the-counter. In such instances the following procedure could apply:

1) **PERMIT APPLICATION/PLANS**

- A) The applicant must submit a completed Revision Plan Check Application form. The revised scope of work should be clearly described on this form.
- B) The plan check engineer would verify all information on the application and review and approve plan documents.
- C) Please bring an electronic copy of the plans.

2) **FEES**

Supplemental plan review fees will be applicable as assessed by the plan check engineer. Fees shall be collected as described above for electronic (ePlans process) submitted applications.