

	STANDARD OPERATING POLICY AND PROCEDURE Community and Economic Development	Number: 1-17
Subject: Revisions to Approved Plans		Approval Date: January 2, 2007
Approval: Chuck King, Building Official		Effective Date: March 2, 2007

1.0 PURPOSE

Delineate the submittal format and requirements for revisions to approved plans.

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

3.0 REVISION HISTORY

April 18, 2007

October, 2015

January, 2019 (code update)

4.0 CODE REFERENCE

2018 International Building Code (IBC), Section 107.4

2018 International Residential Code (IRC), Section R106.4

5.0 POLICY

A *building permit application* shall be completed by the applicant each time a revision is applied for. Estimated plan review fees are due at the time of application. A revision number will be assigned by Permitting staff, will be noted on the construction plans submitted, and added to the new application.

All revisions to approved plans must follow the format and requirements noted below.

1. Unless the plan sheet is entirely new, each revision shall be clouded, and identified by a numbered delta symbol (Δ) and the delta's reference must be dated.
2. A narrative identifying the scope and intent of the revision shall be provided.
3. Revised sheets that were prepared by a registrant shall be sealed and dated by the registrant responsible for the original design.

Incomplete applications for revision will not be accepted for review.

At the discretion of the building plans examiner, minor changes may be made to the previously approved plans in the form of red lines, or an 8.5 X 11 inch plan sheet format may be acceptable.