

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

**1.0 PURPOSE**

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

**2.0 DISTRIBUTION**

Public, Community Development and Public Works (CDPW) Personnel

**3.0 REVISION HISTORY**

April 18, 2007  
 October, 2015

**4.0 CODE REFERENCE**

2012 International Building Code (IBC), Section 107.4  
 2012 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 submitted. Estimated plan review fees are due at the time of application. A revision number will be assigned by the Permit Technician and noted on the construction plans submitted.

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 ( $\Delta$ ) and the delta's reference must be dated.
2. A narrative identifying the scope and intent of the revision.
3. Any 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.