



# INFORMATIONAL BULLETIN

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Approved:

  
Chief Building Official

## Rules for Revisions to Approved Building Plans

Revisions to approved plans may be made, provided the changes will not increase the approved floor area and the project has not been completed or finalized by the City inspection. A new permit application will be required for changes to a project that has been finalized, and for changes that increase the permitted floor area. Projects involving these changes will be processed as a new building permit application submittal.

Regardless of whether the permit has already been issued or is pending issuance, changes that do not increase the floor area can be made to approved building plans through the procedures described below as long as the project has not been finalized.

### Procedure A: Changes to approved building plans for which a permit has already been issued:

The applicant shall file a revision request at the One Stop Permit Processing Counter describing the scope of the proposed changes. Three sets of revised plans and two sets of revised structural calculations and energy documentation, if required, shall be submitted with the revision request. Revision plan review fees will be assessed at the current plan check hourly rate. A minimum fee for the first half-hour plan check fee will be collected at the time of revision plan submittal. The balance of revision plan check hourly charges shall be paid at the time of issuance of approved revised plan.

Deferred submittals may be processed as revisions to approved building plans. The only exception is for deferred submittals for curtain walls. Curtain wall deferred submittals shall be accompanied by a permit application and payment of plan review fees based on the curtain wall square footage as listed in the Building & Safety fee schedule. Deferred submittals are defined as those portions of the building design which are not submitted at the time of the building permit application and which are to be submitted to the City within a specified period.

The revised plans will be reviewed and approved by the City plan check staff for compliance with the provisions of all City adopted codes and regulations. Such plans may also require review and approval by the City Engineer, the City Planning and Development Division, and the Orange County Fire Authority. Upon completion of the review, the applicant will be notified either

the revision is approved or corrections are required on the revised plans. For certain types of revisions, the applicant may be required to submit the revised plans directly to other agencies such as the Orange County Health Department to obtain their clearances before approval of the revised plans by the City.

Plan check turnaround time for revisions varies depending on the size and complexity of the revision. The turnaround time averages about 10 working days for the first review, and may be less for minor revisions and rechecks.

Procedure B: Changes to approved plans that are pending permit issuance:

Contact the City plan check engineer for the project prior to submittal of the revised plans, to coordinate the changes to approved plans that are pending permit issuance. After contacting the City plan check engineer, Procedure B for processing revisions will be similar to Procedure A.