REVISIONS TO REVIEWED PLANS

The purpose of this policy is to outline the way in which revisions to previously reviewed plans will be handled. All addendum or corrections to plans shall clearly indicate the changes to be made and shall be re-reviewed by plans examining staff prior to the changes being incorporated into the construction documents.

Contents of Plan Revisions: Plan revisions may be made with additional sheets used to supplement sheets or details contained in the reviewed sets. Minor revisions can be made to the appropriate pages of the plans without requiring new pages, but must be stamped and initialed by the plans examiner. All revisions must be cross referenced to the remainder of the plans to clearly show the intended changes. Field inspectors may authorize minor changes in the field to the reviewed plans and must initial and date the reviewed field set of plans and make the changes to the office set of plans upon returning to the office.

Authorization Required:
- The owner may provide a letter to authorize an agent to request such changes.
- Plans which were originally reviewed as being sealed by a licensed Arizona registrant (Architect or Engineer) require any plan changes to be made by the original Arizona registrant.
- It shall be the responsibility of the applicant/contractor to insure that all changes to reviewed plans reviewed and authorized by the owner of the property.

A change in the licensed Arizona registrant (Architect or Engineer) of record will require a letter from the owner designating a new licensed Arizona registrant (Architect or Engineer) authorized to make changes to reviewed plans. The original Arizona registrant (Architect or Engineer) will also need to confirm that he/she is no longer responsible for the project.

Authorization Letter: The authorization letter shall include the following:
- The project name and site address.
- The assessors parcel number (APN) and original permit number assigned to the project.
- The name of the licensed Arizona registrant (Architect or Engineer) who is no longer responsible for the design.
- The name of the new licensed Arizona registrant who is taking responsibility.
- The name and association of the person authorized to request revisions to the plans.
Revisions to Reviewed Plans cont.

**Procedures Regarding the Field Set of Reviewed Plans:** Whenever revisions are being made to the reviewed plans, the original issued reviewed field set shall be brought into the plans examiner along with two (2) copies of the revised detail sheets or plans for review. Changes such as new truss design, slab on grade to wood floor system, changes in truss manufacturer, footprint changes, revisions or clarifications made by the engineer or architect of record, or other major construction changes shall require a supplemental permit to be processed with additional fees.

**Other Reviews Required:** Depending upon the nature of the revisions, the plans examiner may require a supplemental permit to be processed. A supplemental permit may require clearances from other divisions, such as Planning, Land Use, Engineering, Flood Control, Environmental, etc.