

# MEMO



Construction Services Department

To: Construction Services Department Staff  
Construction Industry

From: Neil K. Melick, Construction Services Director

Date: July 18, 2007

RE: Procedure for Inspections Related to Revision of Plans

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Historically, almost every project will make changes and/or modifications to construction causing required revisions to the permitted plan drawings. These revisions have generated multiple inspection issues in the field. Some of these issues are due to inconsistencies in procedure by inspectors. To avoid these inconsistencies, the following procedure shall be implemented.

**MINOR CHANGES/MODIFICATIONS (Not requiring revisions to plan drawings)**

Minor changes/modifications are those minor in nature such as adding or relocation of electrical receptacles, not in violation of the code; relocation of return air grills or vents not in violation of the code; relocation of lavatory from the center to one side of a vanity; shifting of a door in the same wall not in violation of the code related to egress; or other similar changes/modifications.

Minor changes/modifications of this nature are to be inspected for code compliance and approved without the necessity of revised plan drawings.

**MAJOR CHANGES/MODIFICATIONS (Requiring revisions to plan drawings)**

A change or modification is considered major if it requires revisions to the permitted plan drawings for the purposes of verifying code compliance and/or design intent of the design professional.

Plan drawing revisions with supporting documentation are required to be submitted to the Construction Services Department signed and sealed by the design professional. Inspections at the construction site are authorized and will be performed under the following conditions:

1. A copy of the revised signed and sealed drawings, with supporting documentation, shall be posted at the construction site.

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2. Inspectors are to perform the inspections for code compliance and in conformity to the revised signed and sealed drawings. If code compliant and per the drawings, the inspector shall notate as a conditional approval (CA) with the following note, "Conditional approval, proceed at your own risk, pending passed plan review of revised plans." This CA will function similar to a partial approval. Work may proceed; however, no certificate of completion or occupancy can be issued until there is a passed plan review entered into the system. The inspector shall mark/highlight the portion of the project inspected on the revised signed and sealed drawings for future reference and verification that work performed and inspections made match the City reviewed and stamped revised drawings.

It needs to be noted that authorizing work to proceed based on revised signed and sealed plans not reviewed and stamped by the Construction Services Department may cause delays in the issuance of a certificate of occupancy or completion. No such certificate may be issued until all of the revisions to plan drawings and supporting documents have been reviewed and stamped by the Construction Services Department.