

Tom Wandrie  
Deputy Director Inspections

## Field Changes



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# Types of Field Changes

- **Voluntary Changes**
  - Field conditions, value engineering
- **Mandatory Changes**
  - Code violations



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# Voluntary Field Changes

- **Self-Certified Professional must request the change from permitted plans in writing**
- **Field Inspector will determine if revised plans must be provided to complete change**



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# Voluntary Field Changes

- **Minor change – no additional plans required**

- Document in KIVA

- **Significant change – revised plans required**

- Review by inspector in field @ \$150/hr



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- **Change in scope or additional area - requires a new permit application, plans and permit**

# Mandatory Field Changes

- Simple items can be handled in the field without revised plans but will be documented in Kiva
- More complex violations will be notified in writing and will require revised plans
  - Plan review conducted by inspector using Field Plan Review @ \$150/hr



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- Violations that require major design changes will trigger an audit of the self-certified plans

# Violations



- **All design violations will be tracked by the inspection section through the field supervisor**
- **Design violations will be scored according to the department's self-certified audit process**
- **Any project that accumulates a score of five or greater during construction will be subject to a full audit**

# Violations



**Self-Certified Professional has the right to request a second opinion from the Technical Lead on any violation**

- **Written request must be provided to the field supervisor within 48 hours of notification**

# Audit Results



## When a plan is selected for audit:

- **Audit results will be provided to Self-Certified Professional and Owner of Record in writing**
- **Regardless of score, all code violations must be addressed**
- **Work with field supervisors to determine method of resolution (submittal type)**





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# Construction Plan

Each page of the revised construction plans must have the following note:

**MANDATORY FIELD CHANGE OR REVISIONS**

**SELF-CERTIFIED BY:** \_\_\_\_\_

*(Insert name of Self-Certified Professional)      Date*

- *Plans were prepared by or under the direct supervision of the Self-Certified Professional*
- *Plans are complete*
- *The plans are, as of the date of submission, in compliance with City of Phoenix building, civil, site, and zoning codes, ordinances, and all other applicable laws.*

# Field Change Questions?

## Building Plans

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## Civil and Landscape Plans

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