



### Purpose

The procedure for field changes and revisions will depend on whether it is a **voluntary** change due to a change in construction material, design or in response to field conditions; or a **mandatory** change due to an inspector identifying a code violation or plans missing critical information.

### Voluntary Field Changes and Revisions

The Self-Certified Professional or the General Contractor should provide to the Planning and Development Department (P&D) Inspection staff a request in writing for any proposed field change or revision. The field inspector associated with the discipline that is being modified will determine if plans must be provided to complete the change. Notes will be documented in the KIVA system regarding the request, including a description of the change and the determination whether revised plans must be provided.

1. If the inspector determines that the change is minor and revised plans are not required, KIVA notes reflecting the change will be sufficient documentation.
2. If the change is more complex, and the field inspector determines that revised plans are necessary, the Field Plan Review Policy will be used. Plans can be submitted directly to the inspector for review. The plans must be self-certified by the Self-Certified Professional and any structural changes must be approved by an approved structural peer reviewer. An hourly review fee as set forth in the fee schedule will be charged.
3. Changes or revisions which add to the scope of work included in the original plan submittal shall be treated as new work requiring a new permit application and permit.

The Inspection Field Supervisor may be consulted by either the Field Inspector or the Self-Certified Professional to determine which of the three options should be followed. One copy of any plan revised through this process will be forwarded by the Inspections Section to Records for scanning and inclusion with the original set in SIRE.

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

SELF-CERTIFIED BY: \_\_\_\_\_  
(Insert Name of Self-Certified Professional) Date

- *Plans were prepared by or under the direct supervision of, or reviewed by 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.*

**Mandatory Field Changes and Revisions**

When an inspector determines that the Self-Certified plans contain code violations or are missing critical information, the inspector shall get a second opinion from his or her supervisor prior to requiring the customer to make changes. The supervisor is also encouraged to contact the Code Consistency Coordinator or the Building Official for further discussion if necessary.

If the item is confirmed to be a code violation or P&D requires more information critical to ensuring the project meets the building code, the Field Supervisor will inform the Contractor and the Self-Certified Professional in writing (e-mail sufficient). Corrections and/or additional information will be required to reach a resolution.

1. Simple items can be handled in the field without revised plans.
2. More complex violations require revised plans, but the plans can be submitted to the inspector using the Field Plan Review Policy. The plans must be self-certified by the Self-Certified Professional and any structural changes must be approved by an approved structural peer reviewer.
3. Violations that require major design changes will require an audit of the self-certified plans.

Regardless of the method used to resolve the violation, all violations will be tracked by the Inspection Section through the Field Supervisor. The violations will be noted in KIVA using an 02S result with the code section and a clear description of the violation. These will then be scored in accordance with the Department’s Self-Certified Audit Procedures, and any project that accumulates a cumulative score of five (5) or greater will be subject to a mandatory Audit. The Field Supervisor should consult with the Code Consistency Coordinators, the Building Official and P&D Deputy Director of Inspections prior to mandating an audit of the project. Refer to Self-Certified Audit Procedures.

The Self-Certified Professional has the right to request a second opinion from the Code Consistency Coordinator associated with the review discipline(s). Written request for a second opinion must be provided to the Field Supervisor within 48 hours of being notified of the need to address a construction concern. The Code Consistency Coordinator will review the concerns with the Field Supervisor and meet with the Self-Certified Professional to discuss the building code requirements.

If it is determined that a full audit is required, a %CA plan review will be created and notes must be provided by staff (Inspection Supervisor) that document the specific code sections and identify the information needed. Revised plans will be logged in under the %CA.

**Each page** of the construction plan revisions **must** have the following:

**MANDATORY FIELD CHANGE OR REVISION (%SC #: and %CA #:)**

SELF-CERTIFIED BY: \_\_\_\_\_  
*(Insert Name of Self-Certified Professional)* \_\_\_\_\_  
*Date*

- *Plans were prepared by or under the direct supervision of, or reviewed by 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.*

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