



## **Purpose**

The procedure for field changes and revisions will depend upon the following:

1. **Voluntary** changes are due to a change in construction material, design or in response to field conditions.
2. **Mandatory** changes are due to an inspector identifying a code violation or plans missing critical information.

## **Voluntary Field Changes and Revisions**

The Design Professional or the General Contractor should provide to the Planning and Development Department Inspection staff a request for any proposed field changes or revisions. The field inspector associated with the discipline that is being modified will determine if revised 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 can be processed in the field, KIVA notes reflecting the change are sufficient documentation. The following examples are types of minor field changes that inspection staff may approve. Additional changes may be made at the inspector's discretion. For Self-Certified projects, any deviations from the permit record set must be approved in advance by the field inspector. When revised plans are provided, the proposed revisions must be sealed by the applicable design professional and contain the Self-Certified Professional's stamp.
  - a. Electrical – Extension or relocation of branch circuitry
  - b. Mechanical – Duct work or relocating registers within the same space
  - c. Plumbing – Relocation of fixtures
  - d. Structural – Relocation of non-bearing walls and non-structural items that do not affect occupant load, exiting or life safety systems
  - e. Civil – Add, delete or relocate ADA ramps in the right of way as needed due to field conflicts, if ADA compliance is still met
  - f. Landscape – Adjust placement of trees if the overall landscape design intent is still met
  - g. General – Relocation of non-bearing walls and non-structural items. Minor changes to electrical, plumbing or mechanical systems such as outlet placement or mechanical register placement within the same room or space.

2. For complex changes, the field inspector and their supervisor will determine if revised plans are necessary. Revised plans shall be resubmitted through the normal submittal process. For Self-Certified projects, the plans must be stamped by the Self-Certified Professional and any structural changes must be approved by the Structural Peer Reviewer, and electrical revisions must be approved by an Electrical Peer Reviewer if applicable.
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.

### **Mandatory Field Changes and Revisions**

When an inspector determines that the 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 Technical Lead or the Building Official for further discussion if necessary. If the item is confirmed to be a code violation or if PDD requires more information critical to ensuring the project meets the building code, the Field Supervisor will inform the Contractor in writing or by email. For Self-Certified projects, the Self-Certified Professional must also be contacted. Corrections and/or additional information will be required to reach a resolution. Violations that require major design changes may require an audit of the self-certified plans. Follow the Voluntary Field Changes and Revisions process.

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 (02 non-certified and/or 02S for Self-Certified projects) result with the code section and a clear description of the violation. Self-Certified projects will be scored, and any project that accumulates five (5) 02S violations or more will be subject to a mandatory audit. The Field Supervisor should consult with the Technical Lead, the Building Official and the Deputy Director of Inspections prior to mandating an audit of the project. Refer to [Self-Certified Auditing and Appeal Procedures](#) for additional information.