



City of Carmel-by-the-Sea
Building Safety Division
Standard Operating Guidance

17-09 Plan Requirements for Multiple Revisions

Background

The City of Carmel endeavors to provide timely plan review and permitting services, and to maintain accurate, complete building plans for projects permitted by the City. The City understands that occasionally revisions are proposed by the permittee after approval of a building permit necessitating submittal of revised plans and other documents required for approval of the proposed work. Where projects have multiple revisions, review and archival documentation becomes unnecessarily complicated and time consuming. This SOG provides guidance on the plan submittal requirements for projects where multiple revisions are requested.

Citations

Carmel Municipal Code Chapter 15.08.010
CA Building Code Section 107.4

Guidance

CBC Section 107.4 states “Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.”

Plan revisions are by definition changes to plans proposed by the applicant/permittee after submittal of the project documents for review. They may occur any time during the plan review process or during construction. The following requirements apply to the submittal of construction documents related to plan revisions:

Revision/Correction Submittal Form

All revisions or corrections (City required amendments to submitted plans) shall be accompanied by a fully completed Revision/Correction Submittal Form. Revisions SHALL contain all applicable submittals listed in the Submittal Requirements section of the form. In addition, the applicant SHALL provide a description of the revision and a listing of the sheets affected by the revision. Failure to submit a completed form and all supporting documentation will be cause for rejection of the revision request.

First Revision

Upon request for an initial revision to submitted or approved plans, the applicant shall submit three sets of the revised plans, calculations, and specifications as an amendment to the submittal documents.

Plans for revisions shall be submitted on full sized sheets either as additions to existing, pertinent sheets; or as separate sheets numbered in proper sequence with the originally submitted plans. All revisions shall be identified by a cloud or other clearly identifiable means of distinguishing revised from original plan elements. When new sheets containing only revised drawings are created, these sheets may be identified by a cloud around the sheet number or by clouding around all revised drawings on the sheet.

Where the plans are for residential construction, and include the addition, removal or replacement of interior or exterior walls, the applicant shall include a calculation demonstrating whether the lengths of affected wall lines are less than or equal to at least 50% of the total wall lengths of the home (existing and proposed) to allow determination of fire sprinkler retrofit requirements in accordance with CMC 8.32.100 (3) (5).

Two or more revision submittals

When more than one request is made for revision of the plans, the applicant shall submit complete, fully updated and consolidated plan sets which incorporate all previous revisions as approved elements of the plans. The revisions making up the current request shall be clouded as described above to make the revised elements clearly and easily identifiable. Three revised plan sets shall be submitted in the same size and page order as the original submittal.

Where the plans are for residential construction, and include the addition, removal or replacement of interior or exterior walls, the applicant shall include a calculation demonstrating whether the lengths of affected wall lines (total accumulated wall lengths from the original submittal and all revisions) are less than or equal to at least 50% of the total wall lengths of the residence (existing and proposed) to allow determination of fire sprinkler retrofit requirements in accordance with CMC 8.32.100 (3) (5).

Failure to follow directions

Revision submittals that are not in accordance with this SOG will be rejected and returned to the applicant without further review.