

Commercial Plan Modification Process

Case Prefix: BLD

Public Version

Notes:

First Review Period:

- Approximately 5-15 working days depending on the complexity of the modification.
- Plan Modifications are required for plans that have been altered from the original issued building permit plans during the construction phase.
- Work may continue on the project as long as it is consistent with the current approved plans and is not in the area of the affected modification.
- Any exterior changes to the project must obtain the required approvals from the Planning division.
- Plan Modification fees are based upon an hourly rate of \$46.31 an hour, the cost of any outside structural engineering review fees, and any additional fees assessed by Public Works.
- Verify if approval from Central District Health Department is needed prior to submittal (food service/food storage tenants).
- Separate fire sprinkler and fire alarm modifications may be required if applicable.

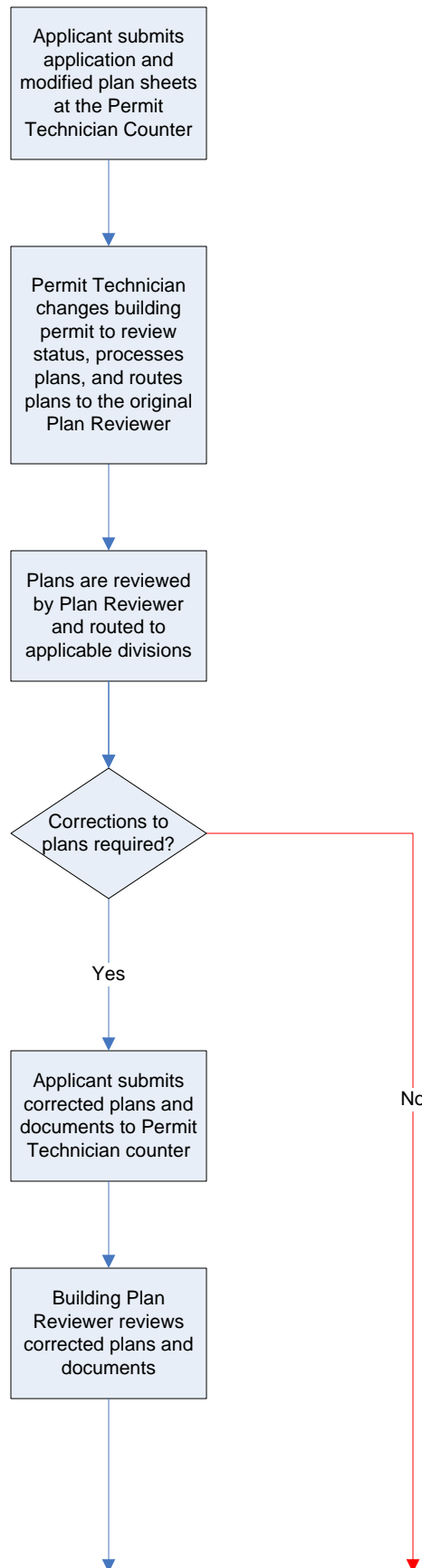
Required Submittals:

- Plan Modification Application
- All plan sheets that are affected by the alteration.
- A new Certificate of Value form (If the valuation of the project has changed)

Note:

Divisions that could review the plans, depending on the scope of the modification, include:

- 1) Planning Land Division
- 2) Public Works Addressing
- 3) Public Works Sewer Rating
- 4) Public Works Environmental
- 5) Public Works Sewer Design
- 6) Public Works Solid Waste
- 7) Public Works Street Lights
- 8) Public Works Drainage
- 9) Public Works Flood Plain
- 10) Public Works Hillside
- 11) Public Works Geothermal
- 12) Design Review Planning
- 13) Current Planning
- 14) Erosion & Sediment Control
- 15) Plumbing
- 16) Building Plan Review
- 17) Fire Plan Review



Notes:

- Review of resubmittal documents by all applicable divisions is approximately 5-15 working days depending on the complexity of the modification.
- Corrected plans and documents may be required multiple times until full compliance.

