**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
14. Erosion & Sediment Control
15. Plumbing
16. Building Plan Review
17. Fire Plan Review
Applicant pays fees, the building permit is put back into the issued status, and modified plans are taken to the job site.

Building Plan Reviewer finalizes documents/plans and gives to Permit Technician Counter.

Applicant is contacted to pick-up permit and is informed of fees due.

Refer to the appropriate Building Permit Process Flowchart for completion of the permit.

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.