



# CONSTRUCTION CHANGE REQUIREMENTS

## Engineering Department Submittal

**THIS CHECKLIST PROVIDES THE ENGINEERING-RELATED INFORMATION AND REQUIREMENTS FOR DRAINAGE & GRADING PLANS CONSTRUCTION CHANGES.**

**YOUR COOPERATION IN PROVIDING THIS INFORMATION EARLY ON WILL ENSURE THAT YOUR PROJECT CAN BE REVIEWED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.**

### **I. APPLICABILITY**

#### **ENGINEERING DEPARTMENT CONSTRUCTION CHANGE REVIEW IS REQUIRED:**

- 1) For all proposed construction changes to approved drainage and grading plans.

### **II. SUBMITTAL REQUIREMENTS**

- 1) One (1) Comprehensive Plan Set (see Plan Set Content Requirements below):
  - All Engineering drawings should be coordinated with architectural drawings.
  - Engineering Fees (to be collected at time of submittal)

### **III. CONSTRUCTION CHANGE PLAN SET CONTENT REQUIREMENTS**

- **All changes, modifications or alterations to the approved plans during construction must be reviewed and approved by the City prior to being incorporated into the construction documents. When changes to the plans are needed, please note the following:**
  - Deletions to the original scope of work will be processed as a construction change.
  - Multiple changes to the approved plans impacting the same project area shall be consolidated.
  - If there has been a substantial redesign of the project a new application may be required. Check with Planning Department, since plans cannot be altered to the point that they are not in substantial conformance to the approved DRB or ADR plan set.
  - If changes in the scope of work require additional permits this may delay the original permit and can cause it to expire.
  - Multiple construction change can be submitted at a time. If multiple construction changes are proposed, group all changes into one construction change. If a construction change is in review, no additional construction changes can be submitted until the previous construction change is issued.

### **IV. SUBMITTAL REQUIREMENTS**

- 1) The revision shall be identified by date, description and mark in the title block of each sheet submitted for review.
- 2) A revision summary table shall be maintained on the plans and should state the change number, date of submittal, describe the scope, and identify the sheet numbers, unique delta number/mark, and approval date of the previously approved changes.
- 3) Each construction change submittal shall include the following for review:
  - Submit a copy of the revised and/or added sheets. All unchanged work shall remain on the revised sheets. Do not submit sheets that have not changed.
  - All revisions shall be clearly marked by clouding ONLY the revised work and identifying the clouded area with a numbered Delta symbol, including changes to the sheet index. Any changes to the drawings not clouded will not be considered a part of the approved change.

- Any added sheets shall be clearly marked by clouding the new sheet number and identifying the clouded area with a numbered delta symbol. Each new construction change shall be numbered, starting with "1".
- 4) The project title sheet shall be included in the submittal package.
  - 5) Submit a copy of any relevant revised calculations and reports with a copy of the original approved calculations and reports (if not originally submitted digitally).
  - 6) All revised drawings and calculations shall be signed and sealed/stamped by the appropriate licensed design professionals associated with this project or the construction change.
  - 7) If the reason for the construction change is to resolve the correction notice, a copy of the inspector's correction notice shall be attached to and submitted with the application.