



29844 Haun Rd | Menifee, CA 92586  
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A "Revision" to an approved plan set is defined as changes or alterations to a design, structural component, layout, addition, equipment, and/or work that goes beyond the scope of the original permit and approved plans or was not included in the original permit that are different from the current approved plans that have been permitted.

California Building Code Section 107.4 – 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.

Revisions will be routed to the appropriate departments for review. The plan review time will be 14 business days. Plan revisions are not completed "over the counter".

Revisions to approved plans are subject to hourly plan review fees.

Revisions that result in valuation increase or square footage increase are subject to additional permit fees.

**REVISIONS MUST BE SUBMITTED WITH THE FOLLOWING INFORMATION.**

General requirements:

A revision letter shall be submitted for each plan revision. A reference to the original Building Permit Number shall be included in the Scope of Revision.

The revision letter shall clearly describe each change that has occurred on the plans along with the plan sheet number that corresponds to each revision. Plans will not be accepted for review without a plan revision letter.

The minimum size for plan submittals digital is 36" x 24"

If the plans were originally submitted as a digital copy, only digital revised plans shall be submitted, hard copy plans will NOT be accepted.

Provide one (1) set of digital plans and/or documents or three (3) sets of hard copy plans and two (2) set of supplemental documentation with numbered pages and a sheet index.

If your plans were submitted as hard copy paper plans, you may submit hard copy or digital revised plans for review.

Plans must be complete, accurate, legible, and drawn to scale. Only industry standard plan symbols shall be used on the plans and a plan symbol legend shall be provided on the plans.

Revised plan sheets that were required to be stamped and signed by a design professional originally, must also be stamped and signed by the appropriate design professional prior to submitting the revised plans sheets for review, revised plans will be rejected if the revisions are not stamped by the current Engineer of record or the Architect of record.

Each sheet of the revised plans shall be signed by the design professional.

If an Electronically Generated Signature & Stamp Authorization Form was used, a new one will be required for each sheet of the revised plans that require the stamp.

If the design professional has changed, a letter from the original design professional removing themselves from the project or agreeing to the revision is required.

If applicable, provide one (1) digital copy or two (2) hard copies of structural calculations that support any engineering change.

The structural calculations shall be stamped and signed by the licensed design professional responsible for the design change.

If applicable, provide one (1) digital copy or two (2) hard copies of revised changes to the energy calculation documentation (Title 24) affected by any revision. Any changes to windows, insulation, mechanical equipment (HVAC, etc...), plumbing equipment (water heater, etc...), lighting, and any other component of the structure that is required to be a part of the energy calculations shall be addressed with a revision to the energy calculations.

Information required on plans:

- All revisions and changes that have been made on the plans shall be clouded.
- A delta revision number shall be included on the plans.
- Foundation design changes shall show changes to layouts, section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, depth of footings, etc.
- Exterior elevation changes shall show new elevation appearances including, but not limited to, changes in windows, lighting, materials, roof pitch, etc.
- Structural changes shall show all framing layout changes including all structural details that have been changed. If trusses have been revised or changed, two (2) new truss calculation packages shall be provided.
- Any changes to electrical, mechanical, and plumbing systems shall indicate the changes made to the systems on the appropriate plan sheets and any details regarding those systems shall be updated and revised. Any changes to these systems that effect the energy calculations, shall require the energy calculations to be revised both on the plans and the energy calculations package.
- Advisory: Please note that revisions to the exterior appearance of the building or any changes to the site may require approvals from the Planning and Engineer Departments. It is important that you contact the Planning and Engineering Departments prior to making any changes to avoid any delays or rejection of revised plans.