

SAN ANSELMO BUILDING DEPARTMENT REVISIONS TO DRAWINGS OR PROJECTS

Changes are inevitable. Either during the review process or during construction, changes may need to be made to the drawings.

A permit is an agreement between an applicant and the Town to build a project as described in the Description of Work and as shown on the plans for the value stated on the permit. If a change is desired after a permit is issued, a permit revision is necessary.

It is important to understand the difference between a “change” and “clarification”. A change is something different than shown on the original drawings. A clarification is supplemental information. A clarification may be provided on 8½” x 11” sheets. A change needs to have the original drawing modified.

For a change request, fill out a new permit application form but write the original permit number in the section: Revision to permit # _____. Describe the change in the “Description of Work” section and list the change in value of the project from that listed on the original permit application.

Submit two copies of the changed drawings with the changes clearly noted (clouded). Do not resubmit unchanged drawings. Do not submit 8½x11 sheets. When approved, the original drawing will be discarded and replaced with the revised sheet.

It is important that the change be clearly identified from what was previously submitted so that everything on the drawing does not need to be checked again. The common method in practice is to identify everything that changes by drawing a cloud (wavy circle) around what was changed. Attention is then drawn only to those areas and the review of the changes is expedited.

In the title block, note that the drawing was revised and issued as Revision 1 and note the new date of issue. Subsequent revisions would be marked Revision 2, etc. and dated. Submit only 2 copies of the changed drawings. When approved, the original drawing will be superseded and the 2 copies will replace the Job Copy and Office Copy sheets.