

# Revisions to Approved Plans

Handout  
# 503

## Summary of Revision Submittal Requirements

Purpose: This handout is intended to provide clarification and guidance on submitting amendments/revisions to your approved drawings.

*Building Official Note: Changes made during construction that are not in compliance with the approved plans must be submitted for approval<sup>1</sup>. Daly City reviews and approves construction plans for compliance with the Building Code and applicable state laws and local ordinances. Daly City does not prepare plans or make revisions/amendments to plans.*

Construction plans must clearly depict the scope of work for the project. The final set of plans (including any revisions) shall be clear, accurate, orderly, and consistent.

### Revisions to construction plans shall comply with all the following:

- Revisions to approved drawings shall be marked by encircling the change with a revision "cloud" and delta symbol. The title block should be marked with the date and number of the revision.
- If a second or third revision is made on a page containing a revision, the cloud of the previous revision shall be removed.
- Plan revisions shall be provided on the same size sheets as the original drawings.
- Revisions shall be consistent. If a revised item appears on several sheets, all affected sheets shall be revised.
- Revisions to plans prepared by a licensed professional shall be sealed and signed by that licensed professional.
- Revisions made in pen on the plans shall be clear and legible. Each revision made in pen on plans prepared by a licensed professional shall be signed by that licensed professional.
- Revisions shall be approved by Daly City. Plan review turn-around time for revisions varies based on the scope of the revisions<sup>2</sup>.

### How to submit revisions to approved plans:

- Digital submissions via email only. Email PDF submittal to [buildingdivision@dalycity.org](mailto:buildingdivision@dalycity.org). Hardcopies will be required after approval only.
- Include a narrative in the body of the email noting what change(s) have been made and on which sheet(s) it can be found.
- Revision plans should meet the requirements outlined above.

### Daly City Building Division will not approve the following types of revisions:

- Revisions made with pencil, white-out, tape, or papers glued or stapled to the plans.
- Revisions which are sloppy, illegible, or unclear.
- Revisions to plans prepared by a licensed professional, but which do not bear that professional's approval. Sealed and wet-signed plans may be required at the discretion of the Daly City Building Division.

#### Code References:

1. CBC Section 107.4 and CRC Section R106.4
2. California Business and Professions Code, Section 5536



[www.dalycity.org](http://www.dalycity.org)

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