

REVISIONS TO APPROVED PLANS

Summary of Revision Submittal Requirements

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

Changes made during construction that are not in compliance with the approved plans must be submitted for approval¹ to the Permit Center via permitcenter@novato.org. (Plan revisions must be accompanied by a revision application and may **NOT** be submitted to eTRACKiT or emailed to the Plans Coordinator.) The City of Novato reviews and approves construction plans for compliance with the Building Code and applicable state laws and local ordinances unless field-exempted by the Building Inspector.

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 shall be approved by City of Novato Building Division. Plan review turn-around time for revisions varies based on the scope of the revisions².

How to submit revisions to approved plans:

- Digital submissions via email only. Email PDF submittal to permitcenter@novato.org Hardcopies will be required after approval only.
- **Include a cover letter** noting what change(s) have been made and on which sheet(s) it can be found.
- Revision plans should meet the requirements outlined above.

City of Novato 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 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 City Of Novato Building Division.

¹ CBC Section 107.4 & CRC R106.4

² California Business and Professions Code, Section 5536