



REVISION REVIEW – COMMERCIAL CHECKLIST

REVISION REVIEW PROCEDURES

During the course of a project which has a permit issued, there may be a need to request the City to review revised plans. Please review the following information before submitting your on-line revision request.

General Information Needed to Fill in the Online Application

- A. Permit Number of original permit.
- B. A detailed description of the proposed revisions.
- C. Will there be any exterior changes?
- D. Will there be any structural changes?
- E. Estimated valuation of the proposed revisions.
- F. Primary Contact Name, Phone, Address, and Email Address

Submittals

- All submittals for the requested revisions shall be uploaded under Field Revision 1.

Fees

- Fees will be charged at an hourly rate.
- A Technology Fee of 3.9% is applied to all Land Use, Engineering and Building permit & plan review fees.



City of Olympia
Community Planning and Development
Building Division Bulletin (Bulletin #01-2020)

Subject: Approved Plans and Documents Revision Process

(International Building Code 107.4)

(International Residential Code 106.4)

The City of Olympia Community Planning and Development Department (CP&D) recognizes that construction projects sometimes require approved construction documents to be revised. This bulletin was prepared in order to clarify the procedures for approval of revision/s to approved construction documents. In order for the CP&D, Building Division to approve revisions to these previously approved construction documents, the applicant must follow the specific requirements outlined below to ensure completeness of the code-required review process.

The following information was developed to assist you with Section 107.4 of the International Building Code and Section 106.4 of the International Residential Code related to requests for approval of revisions to approved documents. Our goal with this bulletin is to assist you in ensuring that all revised documents are complete and that they are approved and issued before the particular construction phase involving the revision is complete.

1. All plan and/or document revisions shall be submitted to the Community Planning and Development Department, not to the inspector in the field during inspections.
2. Applicant applies for a new permit under the appropriate permit type through the City of Olympia online portal, either Revision – Commercial or Revision – Residential. It must be made clear at submittal this is a revision and original permit number must be given.
3. All plan and/or document revisions submitted shall include a detailed letter explaining all revisions to all documents and/or plans submitted. This letter and/or the documents may be required to be stamped by the Architect or Engineer of Record. Other changes may require a registered professional stamped document or information that may be determined to require a registered professional's stamp.
4. All plans submitted for plan revision will include "clouding" around all areas revised so as to be clearly shown as a revised or changed document. If revisions are not clearly noted; you may be charged for additional plan review time.
5. If plan revisions include any "additional square footage" such as, but not limited to decks, living space areas, roofed areas, storage areas, etc. these additional square footages may require that a permit be issued for the additional construction area/s. A permit application form will be filed at the time of submittal as necessary for these additions.
6. If plan revisions include the changing of glazing sizes or locations, insulation values, water heating or other items regulated by approved energy documents, two new sets of energy documents will be required with the plans.
7. Once the revision permit is deemed complete the new permit number is changed by the Permit Specialist to the original permit number followed by REV1.
8. The revision is reviewed by all necessary departments. Inspections can continue during revision review on work not effected by the revision.
9. Once the revision is approved by all necessary reviewers the approved plans are transferred to the original permit and plan review fees calculated at \$175.00 per hour of review and processing time are added to the original permit.

10. Once the approved plans are uploaded into the original permit and the fees are added no inspections can be requested until the revision fee is paid and the approved revised plans are downloaded by the applicant.
11. Approved revised plans must be provided at time of inspection.
12. The revision permit remains open so it can be used for future revisions following the same process. When the revision permit is reused it will be renamed each time to reflect the revision number, REV2, REV3, etc.

EXCEPTIONS: Minor corrections made by the Inspection Staff during field inspections.

If you have any questions, please contact CP&D at: (360) 753-8314.