

BUILDING DEPARTMENT INFORMATION BULLETIN

PLAN REVISIONS

There are many factors to consider when drawing revisions are requested due to changes during the plan review process or changes made during construction. This bulletin is to provide assistance to ensure correct information is received for efficient processing of revisions.

GENERAL REQUIREMENTS

The FVRD Building Bylaw prohibits construction that is not consistent with approved drawings, designs or plans. To avoid delays during construction, build according to the approved plans. If you decide to make changes after a building permit is issued, the drawings must be revised to show all changes. To avoid stoppage or delay in construction, talk with the Building Official about the changes you want to make. There are things that you can do to help prevent delays in the process.

- » Identify all changes you want to make. Don't wait for the Building Official to observe changes during an inspection. Start the revision process as soon as possible and include all changes you are aware of. Ensure you are communicating with your trades to record changes.
- » Drawing revisions may include the architectural drawings, structural drawings, engineers reports, etc. You must ensure that revisions are coordinated for all disciplines and that information in reports is included on the drawings and accurately includes the reports requirements.
- » Changes to windows/doors, layout, room sizes, etc. need to be reviewed by your energy advisor if the BC Energy Stepcode is applicable. In addition to revised drawings an updated Stepcode compliance report may be required. All appliances are to be installed as per the Stepcode compliance report.
- » When submitting revised drawings ensure all revisions are clearly identified and revision dates are included on the drawings. All changes are to be 'clouded' so they are easily identified.
- » Use the incomplete letter or inspection slip as a checklist to keep track of revisions required.
- » Ensure information on all documents provided by your contractors and consultants is correct. Ensure simple items like addresses are provided and are correct. All forms are to have all applicable fields completed.
- » When submitting revisions ensure all documents are submitted as one package. If multiple disciplines require revisions (architectural, structural, etc.) all must be submitted for a complete review to be conducted to allow the project to move forward.

Following these guidelines will assist in the efficient processing of revisions to keep your project moving forward. If revised drawings are not provided in a timely way, it may be necessary to suspend inspections or post a Stop Work Order to prevent further construction until revised drawings are provided.