



CITY OF SANTA CLARITA BUILDING & SAFETY

REVISIONS TO APPROVED PLANS

Construction plans must clearly depict the scope of work for the project¹. Building & Safety maintains permanent records of construction plans². The final set of plans (including any revisions) shall be clear, accurate, orderly, and consistent.

Building & Safety reviews and approves construction plans which comply with the Building Codes and applicable state laws and local ordinances. Building & Safety does not prepare plans or make revisions to plans.

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

- Plan revisions shall be provided on the same size sheets as the original drawings.
- Detail revisions shall be provided on the same size sheets as the original drawings. Minor revisions to details may be accepted on letter-size sheets at the discretion of Building & Safety.
- 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 professional³.
- 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 Building & Safety. Plan review turn-around time for revisions varies based on the scope of the revisions. For all but minor revisions, plan review turn-around time is typically within two weeks. For minor revisions, the Building & Safety counter is open for walk-ins before 11:00 a.m.

Building & Safety 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 Building & Safety.

What to bring to the Permit Center when submitting plan revisions:

1. Revisions to ePlans projects must be submitted electronically. Once approved in ePlans, please bring one set of the revised sheets to the Building & Safety counter for wet-stamp approval.
2. For revisions to paper plans, please bring two sets of the revised sheets to the Building & Safety counter for wet-stamp approval.
3. The original approved field set of plans. Building & Safety will stamp the original plan sheets with a "REVISED" stamp.
4. Payment for plan review fees for the revisions (incurred hourly).

Code References:

1. California Building Code, Scope and Administration, Submittal Documents
2. California Health and Safety Code, Section 19850
3. California Business and Professions Code, Section 5536