



125 East College Street
Covina, CA, 91723
P) 626-384-5460
Building@covinaca.gov
www.covinaca.gov

CONSTRUCTION CHANGE TO APPROVED PLANS

Information Bulletin

IB-20

INTRODUCTION

The Information Bulletin describes the procedures to for changes to construction plans that have already been approved for building, combination, fire, plumbing/mechanical and electrical permits.

CONSTRUCTION CHANGE PROCESS:

I. Change of Record Before Issuance of a Permit

Per the *City of Covina Municipal Code* approved plans and specification shall not be changed, modified, or altered without authorization of the Building Official and Planner. All Changes, modifications or alteration to the approved plans and specifications during construction must be reviewed and approved by the City prior to being incorporated into the construction documents. Note that based upon complexity, scope of number of constructions changes it may require that a Development Project Manager be assigned to oversee the process.

When changes to the plans are needed please note the following:

- A 'Scope change' is a process when the permit application is still in review
- Multiple changes to the approved plans impacting the same project area shall be consolidated,
- If there has been a substantial redesign of the project a new application may be required,
- If changes in the scope of work require additional permits this may delay the original permit and can cause it to expire,
- If a "Completion of Work" or a "Final only permit has been issued a new application is require,
- NO PLAN permits, for example: Misc. mechanical, electrical, and plumbing are not eligible for construction changes.

Most review and approval process for construction changes begin with the Planning and Building Divisions and in order to document the construction change and to determine which Divisions or disciplines need to approve the change. If the changes are initiated by the inspection staff the applicant may be required to return to the plan check counter by appointment with the inspector or plan checker. The submittal staff will determine whether the construction change can be reviewed over the counter while you wait, by appointment with the reviewer, or if it must be submitted.

II. OPTION FOR SERVICE

The following types of construction changes may be reviewed "Over-the-Counter" or by appointment:

- Minor structural changes, such as changes to framing or connection details, with up to two (2) pages of structural calculations. If the construction changes only affect the structural review discipline, the construction change be processed for review and approval
- Minor changes to tenant improvements projects that do not cause a change of occupancy or revisions to means of egress plans.
- Changes to one-story single dwelling or duplex residential additions or remodels.
- Minor relocations, additions or removals of Fire Alarm or Fire suppression devises or fixtures. Also, to be reviewed by the LA County Fire Department.

If the plans do not qualify for an "over-the-counter" review the plans shall be submitted.

By appointment (626)-384-5460

III. SUBMITTAL REQUIREMENTS

The construction change submittal must be identified by a unique numeric or alpha-numeric symbol that is consistent throughout the set. All proposed changes to the approved plan set shall be clearly marked with the revision Cloud and a Delta symbol containing the unique number for the current construction change. Provided the following tables:

- A. The revision shall be identified by the date, description and mark in the title block of each sheet submitted for review.
 - B. A revision summary table shall be maintained on the plans and should state the change number, date of submittal, describe the scope, and identify the sheet number, unique delta number/mark, and approval date of the previous approved changes
 - C. Included a narrative as to the location of the sheet's changes.
- See Sample tables on the following page*

Each construction change submittal shall include the following for review:

- 1. Provide one copy of the revised and /or added sheets for each review discipline. All unchanged work shall remain on the revised sheets,
- 2. Provide one copy of the approved, issued plans for each review discipline including all previously approved construction changes. It may be required to bring the original approved field set.
- 3. All revision shall be clearly marked by clouding ONLY the revised work and identifying the clouded area with a numbered Delta symbol, including changes to the sheet index. Any changes to the drawings not clouded will not be considered a part of the approved change.
- 4. All revision Clouds and Deltas' from previously approved construction changes shall be removed.
- 5. Any added sheets shall be clearly marked by clouding the new sheet number and identifying the clouded area with a numbered Delta symbol. Each new sheet shall be clearly and uniquely numbered.
- 6. The project title sheet shall be included in the submittal package. The title sheet shall include the following:
 - a. The original narrative for the project scope of work as revised by the current and previously approved construction changes
 - b. The original project sheet index as revised by the current and previously approved construction changes
 - c. Provide a brief narrative describing the scope of work proposed for the current construction change. The description shall include the construction change number and the unique delta number used for the is submittal.
 - d. The scope of work and sheets list for all previously approved construction changes shall be maintained on the plans to provide a running list of changes.
- 7. Provide one copy of al the relevant revised calculations and reports with on copy of the original approved calculations and reports.
- 8. All revised drawings and calculations shall be signed and sealed/stamped by the appropriate licensed design professionals associated with this project or the construction change. If these is change in the responsible party, please see our Information Bulletin 30 on how to apply for "Change of Record"
- 9. A copy of the inspector's correction notice shall be submitted if the reason for the construction change is to resolve the correction notice.



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The following is a Sample of a Title Block

Table A

Date	Description	Mark
01-20-19	Construction change 1	△ 1
04-13-19	Construction change 2	△ 2

The following is a sample of a revision summary table:

Table B

CC#	Submittal Date	Description	Sheets	Mark	Approval Date
1	01-20-19	Revised Roof Framing, replace window types, add sink	A1, A2, S1, S2	△ 1	02-12-19
2	04-13-19	Revised Entry Building B, removed corridor door, add door in rm 208	A8, S8	△ 2	05-05-19

IV. REVIEW FEES

A non-refundable hourly plan check fee will be assessed (minimum ½ hour per discipline reviewing change) at the time of issuance of the construction change. See posted Fee Schedule on the City of Covina Web page. www.covinaca.gov. Records fees will apply. If the changes result in additional square footage, additional permit fees, development impact fees, and school fees may also apply.

V. ISSUANCE OF A CONSTRUCTION CHANGES

A construction change, once approved by the review staff, must go the issuance process which includes final stamp of approval on the two of the approved revision construction changes plans and remittent of the payment of the fees.

VI. WITHDRAWL OF A CONSTRUCTION CHANGE

To withdraw a construction, change please submit a written request to the Building Official.