



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
BUILDING DIVISION
POLICY AND PROCEDURE**

Rebecca D. Caldwell, Director

**PPM#: PBO-090
Issued: 04/26/12
Effective: 04/26/12**

SUBJECT: PLANS REVISIONS DURING CONSTRUCTION

AUTHORITY: Sections 107 -Palm Beach County Amendments to the Florida Building Code (FBC) Chapter 1 Administration

PURPOSE: To speed construction in the normal course of changes occurring, and eliminate unnecessary slow downs to construction when the contractor has deviated in inconsequential ways, from the reviewed, permitted plans, by detailing the procedure to document changes.

POLICY:

1. Deviations from the reviewed permitted plans involving significant structural, life safety issues, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals, require a formal Plan Revision through the permitting process, or submittal of a sealed Affidavit from the Designer of Record (DOR) Architect or Professional Engineer per FBC 105.14
2. Deviations from the reviewed permitted plans that **DO NOT INVOLVE** significant structural, life safety issues, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals, generated by field conditions will be handled in the following way:
 - a. Changes of this minor type (except for those involving Product Approvals) that remain visible after completed construction require no documentation
 - b. Changes that are HIDDEN from easy, open view in the finished completed building shall be documented on the Contractors Field Change Request form, as outlined in Procedures below.
3. Shop drawings intended only for clarification for installation or fabrication shall not require a formal Revision or a Contractors Field Change Request form, but shall be used for reference by Inspector.

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4. Changes to Product Approvals may be accomplished by letter request per FBC Section 104.11 "Alternate Materials & Methods", but require approval of Building Official.

PROCESSES OF PLAN REVISION APPROVAL

Degree of Deviation From Permitted Plans, as Determined by the Inspector	PROCEDURES TO USE
SIGNIFICANT (1)	<ol style="list-style-type: none"> 1. Details of change from DOR with Affidavit of Code Compliance per FBC 105.14 signed/sealed from P.E. or Architect deemed approved when submitted. 2. Or, formal Revision with plan review with progress on work involved stopped until Approval.
INSIGNIFICANT (2) A. Hidden After Final B. Visible After Final	<ol style="list-style-type: none"> 1. "Contractors Field Change Request" from Inspector to Chief for OK and return, or redirections. 2. No Documentation required. Code decision via Inspector.

1. EXAMPLES: Structural, Fire, Life Safety, or Product Approval
2. EXAMPLES: Relocation of Building Elements and No Code Issues

PROCEDURE: Inspectors shall compare the as-built construction to the reviewed permitted set of plans.

1. After finding SIGNIFICANT changes in the structural, life safety items (including fire, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals of the as-built construction, that have deviated from the reviewed permitted plans, the Inspector shall fail the inspection until the appropriate Revision has been processed at the permit office, or is covered by an acceptable Affidavit of code compliance from DOR, Architect or Professional Engineer (P.E.) per FBC 105.14, which shall be approved upon acceptance.

Upon receipt of the formal Revision application not covered by Affidavit, if the Plans Examiner believes the scope of work outlined in the revision does not constitute a significant change of any structural, life safety items (including fire, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals of the original reviewed permitted plans, the Plans Examiner shall consult with his/her immediate Supervisor. The Plan Review Supervisor shall consult with the appropriate Chief Inspector on the suitability for the change via Contractor's Field Change Request Form in lieu of a Revision.

After this conference, if a formal revision is still deemed necessary, the Plans Examiner will process the revision.

If a formal revision is not deemed necessary, the Chief Inspector will have the Inspector initiate the documentation of the change with the contractor, using the Contractor's Field Change Request Form. The Plans Examiner will return the Revision application to the revision application desk. The Plans Examiner will also notify the applicant to submit a Contractor's Field Change Request.

2. After finding NON-SIGNIFICANT deviations concerning structural, life safety items (including fire, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals, and not involving Fire Plan review, the Inspector shall require and accept from the contractor a Contractor's Field Change Request Form to document the changes. When the deviations are Code compliant, the Inspector shall bring the Contractor's Field Change Request Form back to the Chief, or their designee for processing.

The non-significances of an item will be determined by the Chief Inspector. The Chief Inspector or their designee shall do all the necessary minor plan review and correct all appropriate plan review computer screens. After processing, a copy of the Contractor's Field Change Request Form signed by the Chief Inspector shall be returned to the contractor. Any details supporting such changes from the DOR shall be transmitted under an Affidavit of Code Compliance letter signed sealed by Architect or P.E., but contractor supplied details shall not require such.

3. When the Contractor's Field Change Request Form is submitted to an Inspector they shall confirm the following:

a. All deviations from the reviewed permitted plans comply with the applicable code.

b. When the deviations are Code compliant, the Inspector shall bring the Contractor's Field Change Request Form back to the Chief or their designee for processing. The Inspector shall have had the contractor document the changes via the Contractor's Field Change Request Form (Form 093-PBO-090). The Chief Inspector shall either concur with, or reject the use of the Contractor's Field Change Request Form for the deviation in the approved plans. In the event that the Chief Inspector determines that the Contractor's Field Change Request Form is inappropriate for the proposed deviation, the Chief will return it to the Contractor with directions to submit as a formal revision.

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c. Any changes submitted with a signed and sealed Affidavit per FBC 105.14 from the DOR shall be deemed code compliant without plan review, but the DOR shall be contacted for resolution, if an obvious code violation is believed to exist.

4. If the revision requires a change in any of the ePZB screens, the Chief Inspector or their designee shall make all corrections before sending a copy of the plan change(s) to records. After processing, a copy of the Contractor's Field Change Request Form signed by the Chief Inspector, shall be returned to the contractor.

5. A copy of all paperwork on approved changes shall be sent to the Records Section for incorporation into the Record Set. The following are examples of items where the "Contractor's Field Change Request Form" can be used to document nonstructural and non-life safety items that will be concealed in the finished structure:

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|------------|--|
| ELECTRICAL | <ol style="list-style-type: none">1. Electrical service relocation or load reductions2. Electrical as-built drawings3. Additional outlets or lights4. Service redesign not to exceed 400 amps |
| PLUMBING | <ol style="list-style-type: none">1. Increase in pipe sizes.2. Relocation of swimming pool equipment, piping, or skimmers, etc.3. Plumbing fixture changes or additions |
| MECHANICAL | <ol style="list-style-type: none">1. Changes in the type, size, and location of ducts.2. Changes in the size and type of air handling and condensing units, still meeting the Energy Code.3. Relocation of HVAC condensing units4. Elimination of pool heaters |
| STRUCTURAL | <ol style="list-style-type: none">1. Changes dealing with the upgrading of the building insulation2. Repairs or modification in load bearing elements via Sealed Affidavit Letters from DOR.3. Truss repairs or modifications via sealed letters.4. Raise in floor elevations.5. Nonstructural or non-life safety wall changes.6. Revisions of pool affidavits.7. Non-significant structural or life safety changes via sealed letters or sealed details that are not subject to Fire Plan review. |

Supersession History:

1. PPM# PBO-090 issued 08/27/93
2. PPM# PBO-090 effective 06/01/93
3. PPM# PBO-090 issued 01/98
4. PPM# PBO-090 issued 11/99
5. PPM# PBO-090 issued 06/00
6. PPM# PBO-090 issued 08/22/00
7. PPM# PBO-090 issued 01/29/01
8. PPM# PBO-090 issued 03/15/01
9. PPM# PBO-090 issued 07/19/04
10. PPM# PBO-090 issued 12/10/04
11. PPM# PBO-090 issued 04/26/12


Director



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT BUILDING
DIVISION**

**CONTRACTOR'S FIELD CHANGE REQUEST FORM
(For Contractor Use & Submittal)**

This form is for the Permit Holder to request approval on changes in the Reviewed Set of Plans for deviations other than Structural or Life Safety items, which will be concealed from view in the completed work. (Formal Revision of Plans, through the Permit Center is required on structural and/or life safety changes.)

I _____ the Holder for Permit Number _____, am submitting this change for the following non-structural or non-life safety item(s), with the knowledge and concurrence of the Owner and the Professional Designer.

Signed by Permit Holder _____ Date _____ Printed Name of Permit Holder _____

TYPE OF CHANGE: _____
 Non-structural or Non-life safety item concealed in the finished work

WORK SHOWN ON PLAN SHEET NUMBERS _____

INSPECTOR USE ONLY

The above non-structural or non-life safety changes have been made by the Permit Holder. The AS-built construction work meets adopted codes based on my visual inspection.

Signed by Inspector _____ Date _____ Printed name of Inspector _____

CHIEF INSPECTOR'S ACTION

APPROVED. Requested change is OK and this form is sent to records _____
 NOT APPROVED. Contractor must submit formal Revision to Permit Center. _____

Signature of Chief Inspector _____ Date _____ Printed Name of Chief Inspector _____

Original copy submitted by Inspector to Chief Copy to be mailed to Contractor to be stapled to field set of plans.