

Title: <i>Amended Construction Documents – Plan Modification Processing</i>	SOP #: <i>C.D. – B.4</i>
Departments/ Divisions <i>Community Development Building Services</i>	Reference:
Original Date: <i>9/26/2019</i>	Revision Dates:
Review Committee: <i>Bruce Freckleton, Brent Bjornson, Sam Zahorka, Kevin Pitt, Stephanie Archibald</i>	

Purpose *To set forth the standard practices and procedures for the handling of amended construction documents (Plan Modifications) after building permit issuance.*

Scope To provide guidelines for the internal handling of amended construction documents that have been altered after permit issuance during the construction phase related to resubmittals, processing, and inspection.

Policy The City of Meridian requires that modifications to building plans that have previously been approved (and/or permit issued) must be requested, in writing, and follow the procedure as outlined below.

Note: Work and inspections may continue on the project as long as it is consistent with the current approved plans and is not in the area of the affected modification.

All exterior modifications to the project must also obtain the required approvals from the Planning division.

Procedure

Submitting a request for Building Plan Modification:

When changes are being proposed after permit issuance, the applicant shall contact the City of Meridian Development Services. This can be done either via email or in person with the Development Permit Technician. The Development Permit Technician will review request and assess a plan modification fee(s), and invoice the applicant. Once the plan modification fee is paid by the applicant, an invitation to upload the plan modification package into ProjectDox is sent to the applicant via email. The required plan modification package shall include: The Meridian Building Services transmittal and the affected drawings in PDF format.

Note: If the proposed modifications are commercial in nature, an updated certificate of value is also required.

Processing:

1. Upon receipt of the plan modification package, the Development Permit Technician staff will perform a submittal pre-screen to verify that all required information has been provided. If corrections are required or information is missing in the plan modification package, the applicant is notified via email to correct the plan modification package to include all necessary documents.

Note: If corrections are required for the upload, the applicant is notified to correct the upload information by the Development Permit Technician.

2. When all Plan Modification package information is uploaded correctly by the applicant and the Development Permit Technician is able to approve the Pre-screen, a new ProjectDox workflow is started and routed for plan review.
The Development Permit Technician assigns to the original plan reviewers or applicable divisions and a department review is completed.
3. Once all applicable department reviewers have approved the amended construction documents the Development Permit Technician will batch stamp the plans as "Reviewed for Code Compliance".
4. The applicant will receive an automated email to download their approved plan modifications from the Meridian ProjectDox system.

Timeline

The timeline expectation for the first review of amended construction documents performed by plan review shall occur 3 to 5 business days from receipt of the request, depending on the complexity of the modification. Corrected plans and documents may be required multiple times to achieve minimum code compliance.

Inspection

Inspections may continue only for work that is included in the approved construction documents. Although, the inspector shall have the discretion to inspect work that is non-structural and non-life safety related prior to receiving the approved plan modifications on site.

Certified Building Official


Development Services Manager

Plan Review Supervisor



Signature

10/25/19
Date



Signature

10.25.19
Date



Signature

10/24/19
Date