



THE CITY OF SAN DIEGO

HOW TO PROCESS

# Construction Changes to Approved Plans

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION BULLETIN

# 118

JUNE 2011

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

## I. CONSTRUCTION CHANGE PROCESS

All changes, modifications or alterations to the approved plans and specifications during construction must be reviewed and approved by the City prior to being incorporated into construction. The review and approval process for construction changes must begin at project submittal in order to document the construction change and to determine which reviewing disciplines need to approve the change. The submittal staff will determine whether the construction change can be reviewed over-the-counter while you wait, by appointment, or must be submitted.

A construction change process IS NOT appropriate when:

- A. The project is still in plan review (permit has not been issued);
- B. The permit has passed final inspection; or
- C. There has been a substantial redesign of the original permit.

The following construction changes may be reviewed over-the-counter or by appointment:

- A. Minor structural changes, such as changes to framing or connection details, with up to two (2) pages of structural calculations.
- B. Minor changes to tenant improvements that do not cause a change of occupancy or revisions to means of egress.
- C. Changes to single story single dwelling unit or duplex residential additions.

All other construction changes must be submitted for review.

## II. REQUIREMENTS

- A. Whenever changes are made to the approved plans, the approved field set must be brought to the Development Services Department for comparison. Two (2) copies of the revised sheets where the change has been incorporated must also be brought in for review and approval.
- B. Identify the changes by adding the symbol "delta," cloud the area of change, include a

### Documents Referenced in this Information Bulletin

- [Information Bulletin 501, Fee Schedule, Construction Permit - Construction](#)
- [Building Newsletter 1-3, Change of Responsible Party](#)

brief description of the changes on each sheet being changed, and include the revision date.

- C. When the approved plans to which the changes are proposed were required to be signed, plans for construction changes shall also be signed.
- D. When the scope of the construction change requires that a registered design professional sign the plans, then the plans showing the proposed construction change shall be signed and stamped.
- E. When a design professional other than the design professional that prepared and sealed the approved plans proposes changes to the approved plans, the permit holder shall comply with the procedure in Building Newsletter 1-3 to change the responsible party from that point in time going forward. The new design professional shall sign the revised plans documenting the construction change when the scope of work requires a seal pursuant to the Business and Professions Code.
- F. If any replacement structural calculations are required, both the old and new sets of calculations should be provided for plan review. All calculations must be stamped and signed by a registered engineer or architect.

## III. FEES

A non-refundable plan check fee at the reviewer(s) hourly rate(s) will be assessed (minimum 1/2 hour per discipline reviewing change), as well as a records and issuance fee (see information Bulletin 501, Fee Schedule, Construction Permit - Construction for a list of fees). If the change results in additional square footage, additional permit fees, development impact fees, and school fees may also apply.

## IV. ISSUANCE OF CONSTRUCTION CHANGE

All fees must be paid and the construction change approval must be issued prior to completion of the construction permit project.

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