



# Building Division

## *BUILDER'S ADVISORY* Revisions to Approved Plans

**Reference: California Building Code Appendix Chapter 1 and CMC 15.02**

When the building official issues a permit where plans are required, the building official shall endorse in writing or stamp the plans and specifications **“APPROVED”**. Such approved plans and specifications shall not be changed, modified or altered without authorization from the building official, and all work regulated by this code shall be done in accordance with approved plans. Any changes made that are not in compliance with the “APPROVED” construction documents must be submitted to the City of Corona for Plan Check Approval of revisions.

The following items are required for the review of modifications, alterations or revisions to approved plans:

1. The applicant, architect or engineer of record shall submit a written transmittal letter with an itemized list of the changes and corresponding delta reference number.
2. The area of modification shall be identified by means of a clouded area with the corresponding delta reference number adjacent to it.
3. The number of modified plan sets required is dependent upon the extent of the modification, but at a minimum, two sets will be necessary. Where there is a question as to the number required, please contact a Permit Technician for further assistance at (951) 736-2250.
4. In addition to the number of modified sets, an equal amount of copies of the original approved drawings shall be submitted for comparison review.
5. If the plans have been wet stamped and signed by an architect or engineer, the modifications shall be reviewed, approved, wet stamped and signed by the architect or engineer of record prior to submittal.
6. An hourly fee shall be tabulated and collected upon completion of the review along with the associated archive fee.
7. The plan review process for first review shall be 10 working days with subsequent reviews at five working days. Minor changes may be performed over the counter with the approval and availability of the plan checker.
8. Work must be completed as shown on the approved plans. As-Built drawings are not permitted.
9. Failure to provide any information requested is an incomplete submittal and will not be accepted for review.

Questions concerning this policy may be directed to the City of Corona Building Division (951) 736-2250,