



City of Olympia
Community Planning and Development
Building Division Bulletin (Bulletin #02-15)

Subject: Approved Plans and Documents Revision Process

(International Building Code 107.4)

(International Residential Code 106.4)

The City of Olympia Community Planning and Development Department (CP&D) recognizes that construction projects sometimes require approved construction documents to be revised. This bulletin was prepared in order to clarify the procedures for approval of revision/s to approved construction documents. In order for the CP&D, Building Division to approve revisions to these previously approved construction documents, the applicant must follow the specific requirements outlined below to ensure completeness of the code-required review process.

The following information was developed to assist you with Section 107.4 of the International Building Code and Section 106.4 of the International Residential Code related to requests for approval of revisions to approved documents. Our goal with this bulletin is to assist you in ensuring that all revised documents are complete and that they are approved and issued before the particular construction phase involving the revision is complete.

1. All plan and/or document revisions shall be submitted to the Community Planning and Development Department, not to the inspector in the field during inspections.
2. All plan and/or document revisions submitted shall include a detailed letter explaining all revisions to all documents and/or plans submitted. This letter and/or the documents may be required to be stamped by the Architect or Engineer of Record. Other changes may require a registered professional stamped document or information that may be determined to require a registered professional's stamp.
3. All plans submitted for plan revision will include "clouding" around all areas revised so as to be clearly shown as a revised or changed document. If revisions are not clearly noted; you may be charged for additional plan review time.
4. No less than two sets of plans and supporting documents will be submitted for review and approval of plan revisions.
5. If plan revisions include any "additional square footage" such as, but not limited to decks, living space areas, roofed areas, storage areas, etc. these additional square footages may require that a permit be issued for the additional construction area/s. A permit application form will be filed at the time of submittal as necessary for these additions.
6. If plan revisions include the changing of glazing sizes or locations, insulation values, water heating or other items regulated by approved energy documents, two new sets of energy documents will be required with the plans.
7. Once revisions are approved, two printed sets of plans must be submitted to the CP&D office.

EXCEPTIONS: Minor corrections made by the Inspection Staff during field inspections.

If you have any questions, please contact CP&D at: (360) 753-8314.