



# Commercial Plan – Field Revisions

**Inspections Department** Permits Division  
One Exchange Plaza Suite 404, Raleigh, NC 27601 phone 919-516-2495 fax 919-516-2685

**Revisions to approved permitted plans for all projects** (excluding one and two family dwellings)

Field Revisions occasionally exceed the time limitations for a field inspector to approve on site. Field revisions that may trigger additional fees or zoning issues that cannot be addressed in the field will need to be reviewed by office personnel. A new review of prior approved plans with requested changes may be needed if:

- Any fire rated elements are being changed
- The change affects more than one trade/contractor
- The revision will increase the building square footage
- Exiting, Life Safety or Fire Protection are impacted
- Field Inspector Request/Other \_\_\_\_\_

**Submittal Guidelines**

<b>1</b>	<b>Please submit one (1) complete set of the original approved plans.</b>
<b>2</b>	<b>Provide three (3) copies of affected trade sheets with proposed changes.</b>
<b>3</b>	<b>Cloud and date all revisions.</b>
<b>4</b>	<p><b>Submit a <u>letter of transmittal</u> to include <u>all</u> of the following information:</b></p> <ul style="list-style-type: none"> <li>a. Original transaction number</li> <li>b. Trade permit #'s</li> <li>c. Project address</li> <li>d. <b><u>Detailed</u> explanation of revisions and plan sheet location</b></li> </ul>

**Project contact person** \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\*Project Revision fee: \$100 per hour per trade

**Project Address**

**Contractor**

**Inspector Signature**

**PLANS WILL NOT BE ACCEPTED FOR A RE-REVIEW WITHOUT THIS FORM**

Submit plans to **Lois Plankers**, 919-516-2572 or **Jocelyn Cochrane**, 919-516-2573  
located at **Inspections Department, One Exchange Plaza, Suite 404, Raleigh, NC 27601**

**\*Note: Field inspector or supervisor must sign this form prior to submitting to the City.**