

Site and Building Plans Field Revisions/Shop Drawings



**DEVELOPMENT
SERVICES
DEPARTMENT**

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495

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 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 :

- A revision to a Concurrent site review is proposed
- Any fire rated elements are being changed
- The change affects more than one trade/contractor
- Exiting, Life Safety, or Fire Protection are impacted
- Field Inspector Request/Other _____

Submittal Guidelines

1	Please submit one (1) set of the approved, punched and stamped plans approved by the City of Raleigh or a paper copy of the scanned originals with signatures and approvals. At this time, electronic copies will not be accepted.
2	Provide four (4) copies of affected trade sheets with proposed changes.
3	Cloud and date all revisions.
4	Submit four (4) copies of a <u>letter of transmittal</u> to include <u>all</u> of the following information: <ul style="list-style-type: none"> a. Original transaction number b. Trade permit numbers c. Project address d. Detailed explanation of revisions and plan sheet location e. Fire only – A digital copy of the plans with Manufacturers model numbers and listing information for all equipment, devices, and materials. Must be in .pdf format

*Project Revision fee is applied per trade. Please refer to the [Development Fee Schedule](#) for current rates.

Project Contact Person

Phone

Email

Project Address

Contractor

Inspector Signature

Print Inspector Name

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

Submit plans to [Development Services Customer Service Center](#)

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