



COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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Revision to Approved Permit

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1. Purpose:

To determine when a revision requires a new building permit versus an approval to the existing building permit with the proposed revision.

2. Policy:

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the county. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards. Through wisdom a Building Department is built, and by understanding it is established.

3. Definitions:

Building Permit Revision

- 3.1. **Increase in Square Footage of the Existing Approved Structure or Changing Architectural or Structural Features – Major Revision, Permit Required.** Defined by the Building Department as any proposed changes, which would require a new building permit when adding square footage or changing architectural or structural features, and changes to site plans which reflect additional square footage.

Examples:

- Revising existing deck permit to add additional square footage to deck.
- Revising existing residential permit to add conversion of crawl space to family room.
- Adding windows and/or changing the size of existing windows.
- Increase in square footage to the structure.
- Increase the height to the structure.
- Structural modifications.

- 3.2. **No Increase in Square Footage of the Existing Structure – Minor Revision.** Defined by the Building Department, as changes that do not require major structural modifications or modifications to the approved site plan and structures, which could require a building permit.

Examples:

- Revising existing remodel permit to add new heat source to addition, such as radiant heat, wood stove or freestanding gas fire place.
- Revising existing addition permit to add replacing all windows and exterior doors in existing house.
- Moving or adding interior non-bearing walls.

4. Front Counter Procedures

New Permit Required:

- 4.1 The permit applicant shall be provided a Revision to Building Permit Form to be filled out by the applicant explaining the proposed revision.
- 4.2 The permit applicant shall be provided a Nevada County Permit Application Form to be filled out for submission for building permit.
- 4.3 The Permit Processing Technician shall, if needed, consult with the Building Plans Examiner assigned to the front counter to determine if the revision shall be processed as a new permit or make a revision to active approved permit. The Permit Processing Technician shall require a new permit for any:
- 4.3.1 Addition of square footage
 - 4.3.2 Change in height of the structure
 - 4.3.3 Structural changes
 - 4.3.4 Architectural changes
- 4.4 If the plan review is minor in nature, not involving items listed in Section 4.3, the Plans Examiner may approve such revision(s) at the public counter. Any changes made at the public counter shall be noted, signed and dated by the plans examiner on the office copy and job site copy. If the applicant does not have the job site copy, no approval shall be given.
- 4.5 If the plan revisions are those specified in Section 4.3, the Permit Processing Technician shall create a new building permit for the revisions in the computer permitting system.
- 4.6 The Building Plans Examiner shall conduct their review of the proposed revisions; stamp the revision approval on both the job set and office set of approved plans.
- 4.7 The Permit Processing Technician shall assign the original building permit number, in which the revision is being submitted as the “Master Number”.
- 4.8 The Permit Processing Technician shall explain there may be school and fire fees applicable and instruct the applicant to take the building permit application to each district to obtain a letter before revision permit may be issued. The Permit Processing Technician shall provide the applicant with the flyers for the school and fire districts. The Permit Processing Technician shall complete input of the revision as a new permit and provide the applicant with the assigned building permit number.

- 4.9 The Permit Processing Technician shall bundle the office file for the original permit with; the new permit application and inspection cards and put in the "Revision" box, located in the Plans Examiner area for processing. The Permit Processing Technician shall collect from the applicant any and all applicable fees due and provide the applicant with a receipt for monies collected. The Permit Processing Technician shall also provide the applicant with the issued building permit and inspection card.
- 4.10 The Permit Processing Technician shall collect from the applicant any and all applicable fees due; provide the applicant with a receipt for monies collected as well as the approved job set of plans.
- 4.11 The Permit Processing Technician shall print out the permit and inspection cards for the applicant (if applicable).
- 4.12 The Permit Processing Technician shall give the applicant, the permit, inspection card, pink job site identification card and purple Building Permit Informational Handbook sheet (if applicable).
- 4.13 The Permit Processing Technician shall place the file folder and plans in the appropriate plan review box for processing by the Building Department Permit Coordinator.

Revision to Active Approved Permit:

- 4.14 The permit applicant shall be provided a Revision to Building Permit Form to be filled out by the applicant explaining the proposed revision.
- 4.15 The Permit Processing Technician shall, if needed, consult with the Building Plans Examiner assigned to the front counter to determine if the revision shall be processed as a new permit or make a revision to active approved permit. The Permit Processing Technician shall require a new permit for any:
 - 4.15.1 Addition of square footage
 - 4.15.2 Change in height of the structure
 - 4.15.3 Structural changes
 - 4.15.4 Architectural changes
- 4.16 If the plan review is minor in nature, not involving items listed in Section 4.3, the Plans Examiner may approve such revision(s) at the public counter. Any changes made at the public counter shall be noted, signed and dated by the plans examiner on the office copy and job site copy. If the applicant does not have the job site copy, no approval shall be given.
- 4.17 The Building Plans Examiner shall conduct their review of the proposed revisions; stamp the revision approval on both the job set and office set of approved plans.
- 4.18 When an applicant submits a revision to an issued permit, which is not increasing the square footage of an existing approved structure, the Permit Processing Technician shall consult with the Building Plans Examiner assigned to review the proposed revision.
- 4.19 The Permit Processing Technician shall collect from the applicant any and all applicable fees due; provide the applicant with a receipt for monies collected as well as the approved job set of plans.

5. Plan Check Procedures

- 5.1 The Permit Coordinator shall retrieve the revision from the “Recheck/Revisions” box, route the revision to the appropriate departments for review, and indicate review due date as two workdays from the date of receipt of the revision.
- 5.2 The Plans Examiner shall review the revision, ensuring that the fees are commensurate with the amount of time spent performing the review and any additional inspection fees are added if extra inspections would be required.
- 5.3 The Plans Examiner shall review the revision, prepare a correction list or approve, and forward to the Permit Coordinator for procession. When the revision is approved the Plans Examiner shall use the “Revision” approval stamp.

6. Field Plan Revision Procedures

- 6.1 The Building Inspector may approve minor plan revisions in the field. The Building Inspector may also approve minor structural modifications that have been approved by the Engineer or Architect of Record. All minor structural modifications from the Engineer or Architect of Record shall have two wet signed and stamped copies indicating the changes.
- 6.2 The Building Inspector shall indicate on the plan change sheet that the change is approved and give one of the plan change copies to the contractor or permit applicant. The other change copy is to be brought back to the office and signed by the Inspector and placed in the project file folder.
- 6.3 The Building Inspector shall retrieve the “Office” copy of the construction plans and delineate any field approved minor revisions on the “Office” set.
- 6.4 The Building Inspector shall return the “Office” set of plans to the Building Department Secretary for filing.

Policy Approved: _____ Date: _____

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Policy Initiated By: Jean Jacobs