



## **Revisions to permitted drawings**

**General Requirements for Electronic Submittals for projects that were submitted in our previous permitting system - TRAKiT**

**Note: For iMS-initiated permits, email us your revision intent, and we will provide instructions**

- Once a construction document set is permitted (construction drawings reviewed and stamped by the Building Department) any subsequent changes to the permit drawings must be accompanied by a new application. The permit application submitted through the iMS portal for the revision must include the permit number and include a summary description of the proposed revisions.
- When applying for a revision of the permitted documents, provide an updated set of drawings and related construction documents per the following submittal requirements:
  - Please update the permitted set of construction drawings by replacing only the revised sheets in the PDF set of drawings.
  - Keeping the drawings not affected by the revision with their city review stamp.
  - Provide an updated Index of Sheets to identify the revised drawings by the revision number and date.
  - Keep the Title Sheet bearing the approval stamp indicating the original permit number at the front of the set. If any part of the Title Sheet is revised, include the revised version after the originally permitted Title Sheet.
  - On each revised drawing, indicate the dated revision number, and identify the changes from the previously approved drawings with labeled revision clouds. For better clarity, we prefer clouds from the previously approved changes to be removed and only the revision history table to remain.
  - If new additional sheets are being added to the approved permit set, please provide an updated sheet index.
  - Remove the previously approved sheets that are being replaced by the revised sheets, except for the Title Sheet.

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- Revisions to the permitted drawings must be made on the actual full-size drawing sheets. We no longer accept revised details on loose leaf small-size papers.
- Revised drawings issued for construction by licensed professionals must be stamped and signed by the design professional responsible for the design.
- Revisions that involve structural modifications, equipment changes etc., must be submitted with the relevant construction design documents - structural calculations, equipment specifications, installation requirements, etc. as applicable.
- There is a review fee associated with each submitted revision, which is a fraction of the complete plan review fee. Please note that if the project designer or the licensed design professional has changed, resulting in all previously submitted sheets being revised, the plan check fees may be assessed as for a newly submitted project.
- Modifications to the scope of work of a permit application – for instance adding to or modifying the building or structure while the project is still in the plan review process, require a revised permit application describing the proposed permit revisions.
- Once the revisions are approved, you will receive an email notification instructing you to log-in to your iMS account to retrieve the approved drawings and documents. The documents can be located by clicking on **Files**.
- The approved revised set will supersede the previously approved set. It is the responsibility of the permit holder to ensure that the latest approved set is incorporated into the job site permit set.
- Please note that when submitting revisions in response to our review comments, a new permit application is not required and must be omitted. We require a response letter that describes how and where the comments are addressed.