



Planning & Public Works Department Building Division  
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## **Subject: Approved Plans and Documents Revision Process**

(International Building Code 107.4)

(International Residential Code 106.4)

The City of Lakewood Planning & Public Works Department (PPW), Building Division recognizes that construction projects sometimes require approved construction documents to be revised.

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 construction phase involving the revision is complete.

There are two types of revisions: **Major** and **Minor**.

Examples of **Major** revisions:

- Structural design (plans & calculations).
- Life safety design changes, change of use.
- Accessibility design changes.

Example of **Minor** changes:

- Moving of non-load bearing walls.
- Moving of anchorage (approved by engineer of record).
- Glazing sizes or locations, insulation values (revised Target UA form).
- Revised Heating equipment (Revised heating equipment).

**Major** revisions submittal process:

All plan and/or document revisions shall be submitted to Lakewood PPW Department via permit dashboard as revisions. Allow for a minimum of 10 working days for revisions review from date your submittal is deemed complete.

All plans and/or documents submitted shall include a revision form, and letter detailing all revisions to all documents and/or plans submitted. These letters, plans, and revised structural calculations shall be stamped by the Engineer of Record. Life safety plans and documents shall be stamped by the architect of record.

Other changes may require a registered professional stamped document during revisions review.

Any changes shall be reflected by a cloud along with a delta note on the clouded change and date reflected on the sheet status box for the delta changes.

If plan revisions include any “additional square footage” such as, but not limited to decks, living space areas greater than 120 square feet, roofed areas, storage areas, etc. A new permit application form to be filed at the time of submittal as necessary for these additions.

**Minor** revisions submittal process:

Revised plans and associated documents shall be provided to the building field inspector for review & approval prior to construction.

After reviewing the documents in the field, the building field inspector will verify if the revisions are in fact minor. If the inspector determines the revisions are not minor but major, the applicant will need to submit the revisions for review via the Major revision process outlined above.