

Can I keep working during the revision process?

Most of the time you can continue to work on your project but you will be required to refrain from working on the area(s) of the work that are subject to the revision. If your project violates the Conditions of Approval for your project, in most instances, the city will issue a stop work notice and will require you to stop work on the project until your revisions have been approved.

What are Conditions of Approval?

The Conditions of Approval, attached or included in your plans are conditions that the city has placed on your project.

For instance, you may have a conditions which states, " All new windows must match the original windows in size, style or character."

Will there be a fee for this revision?

Yes. For minor revisions the fees are typically less than \$100. However, major alterations to your plans can result in the collections of significant fees. These fees are not penalties but are required to cover the time for city staff to review your project.

If additional work is being added the review fee can be based on the value of the additional work.

When would a revision require a new, separate permit?

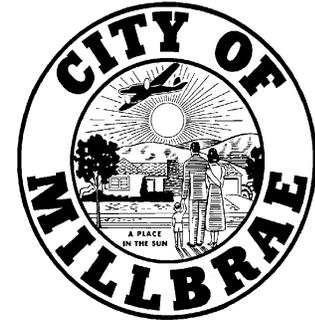
When the work that is being proposed or changed is completely outside the scope of your originally approved plans or permit.

For instance, if you have a permit for a new addition and then decide that you also want to build a deck then the new deck would require a separate set of plans and a new building permit.

Can I make changes that would not require me to submit a revision?

Simple changes to the interior that do not affect the structure or the exterior look of the building would not require a revision. However, it is recommended that you come and talk to the Building Division before proceeding with any changes to your approved plans.

If you have any questions regarding changes to the approved plans please do not hesitate to call the Building Division at 650-259-2330.



REVISIONS TO APPROVED PLANS

What happens when I need to change my approved plans or do work that is not included on my approved plans?

City of Millbrae

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5/18/05 MKM

What happens when I need to do work that is not included on my approved plans?

A change to your approved plans and building permit is called a revision. Contact the Building Division immediately if you realize that you need to make revisions to your plans. Building Division staff can answer all of your questions regarding revising your plans and the revision process. The Building Division phone number is 650-259-2330 any weekday morning.

Do I have to make changes to my approved plans?

In most cases, the answer is “Yes”. You will need to contact your architect, engineer, or designer so that they can make changes to your plans that you can then submit to the Building Division for plan review.

Do I have to resubmit the whole plan set for revision?

No, you only have to submit those plan pages that are changing. Do not resubmit the whole approved plan set unless there are changes to every page.

What size drawings will I need to submit?

You must submit revisions on the same

size paper as the original drawings. For instance, if you are making changes that are described on page A-2 of your drawings then you will need to have your design professional revise page A-2.

Once the changes are made you will need to submit 3 sets of changes AND a letter stating what those changes include.

Make sure to cloud where your revisions take place on the revised plan pages.

How long will it take?

Typically, revisions to an active permit can be processed in as little as five (5) working days. However, if the changes significantly alter the scope of the work then this process can take longer.

Why would it take any longer than five days to process a revision?

Your revision will take longer to process if other city departments such as Planning, Fire, or Engineering, need to review your plans.

Why would other departments need to review my plans?

Planning may need to review your plans to make sure that the revisions

comply with the zoning code, conditions of approval, design approval. Typical revisions that might require the Planning Division review are: new floor area that is being added to the project, a change in height, or a change in the building character.

Engineering may need to review your revisions if you are proposing new work that is in the public right of way, affects water, sewer or storm drainage.

Fire may need to review your plans to make sure that any proposed changes would comply with the fire code, fire sprinkler or fire alarm ordinances.

Building would require revisions for the following examples:

1. Any changes to the structural elements of the building.
2. A window or exterior door change.
3. A tenant improvement that during the course of construction, discovered some hidden termite or dryrot damage.
4. Relocation of walls, doors, windows.
5. Adding / converting floor area within the existing building.
6. Revised Title 24 energy calculations.