



## **PARAMETERS OF CHANGES AFTER PERMIT ISSUANCE**

### ***FIELD CHANGES:***

- Small-scale and trade-specific changes that are made with the oversight, documentation and written approval of no more than two relevant ACCGov inspection staff; and
- Changes that do not impact other code requirements associated with the project, and do not require documentation via plan revision prior to submittal of any required as-builts plans associated with CO issuance.
- When there is a question in determination of a proposed change reviewed as a field change, the final determination regarding Field Change eligibility is to be made jointly by the Chief Building Official and the Planning Director, or their designees, in consultation with affected departments.
- Determination of a proposed change field change will be determined within three days of request and ALL required documentation submitted.

### ***CTA:***

- Any change that does NOT result in an increase of 5% or more in site improvements, building envelope or square footage, occupancy or other design elements beyond that originally approved and permitted; or
- Involves three or more subject-matter experts to review and approve, but does not reach the other thresholds listed below for a new Plan Review submittal; or
- Requires documentation from the engineer of record due to the nature of the proposed change regardless of the number of reviewers.
- Any amendment or revision to the ES&PC plan that will affect BMPs with a hydraulic component or increases the disturbed area
- Final determination regarding CTA eligibility is to be made jointly by the Chief Building Official and the Planning Director, or their designees, in consultation with affected departments.
- CTA submittals require applicant to sign a limited hold work order acknowledgement statement on all trade specific work that involves changes proposed in the CTA. Continued work will result in a stop work order for project and further delays.
- 3 CTA slots will be created on every Plans Review agenda. On building weeks- only building CTA's will be processed, on site weeks- only site CTA's will be processed. NO CTA will be bumped from more than 2 cycles.
- A CTA will not be processed until after permits associated with the scope of the CTA are issued.

### ***PROPOSED CHANGES THAT WILL REQUIRE A NEW PR:***

- Any change that results in an increase of 5% or more in site improvements, building envelope or square footage, occupancy or other design elements beyond that originally approved and permitted; or
- Any change of use is automatically a new Plan Review submittal.
- Final determination regarding new Plan Review submittal requirement is to be made jointly by the Chief Building Official and the Planning Director, or their designees, in consultation with affected departments
- All permits associated with project will be terminated upon submittal of new plans and require new permits after approval on new plan submittal.