



Revisions to Approved Plans Application & Worksheet

Application #: _____ **Re-submission Date:** _____

Project Name: _____

Project Location: _____

Project Address: _____

Contact Name: _____

Contact Address: _____

Phone: _____ **e-mail:** _____

Extent of Revisions: _____

Number of Sheets Affected by Revisions: _____

Are Revisions Clouded? _____

Field Set Returned? _____

Fees Associated with editing Construction Documents in Review or RTAP:

- All projects submitted for plan review receive up to 2 evaluations (prior to permits being issued) for the initial plan review fee. When the project has been approved for permitting by the Plans Examiner, the review process is considered complete; if additional review is determined to be necessary all subsequent revisions are considered Revisions to Approved Plans.
- Revisions to Approved Plans (RTAP) are evaluated as a new project and there is an additional fee. Fees are charged at the discretion of the Plans Examiner but typically the plan review fees are equivalent to those levied for the project when initially submitted for review. If the project scope or area has been increased the plan review (and potentially the building permit) fees will increase accordingly.

I hereby certify that all information in this application is correct and all work will comply with the state code and all other applicable state and local laws, ordinances and regulations. The inspection department will be notified of any changes in the approved plans and specifications for the project permitted herein. This application becomes a permit only when validated and approved.

Signature of Applicant: _____

CHARGES ASSOCIATED WITH ALL PERMITS INCLUDE A NON-REFUNDABLE \$77.25 APPLICATION FEE

The issuance of a permit or approval of plans or specifications shall not be deemed or construed to be approval of any violation of any of the provisions of the North Carolina State Building Codes, or State, or local ordinance or regulations.

Revisions to Approved Plans (RTAP)

Construction Documents in Review & RTAP

Process for the addition of revised sheets & editing of approved construction plans:

- Provide a list identifying all revised construction documents (include application/project number).
- Verify all drawings have been clouded and noted as having been revised; include the date of revisions
- Drawings and supporting documents are to be uploaded along with a [transmittal](#) or cover letter to the project in [self-serv](#);
- Hard Copy sets of revised drawings can also be presented at the Plan Review Receiving Desk for processing (in lieu of uploading PDFs of the construction documents via self-serv).
 - If project has been issued (i.e. previously approved for construction) please also present the approved field (red stamped) set of construction documents along with the revised construction documents.
 - The Plan Review receiving technician will provide a staple puller, stapler, and direct you to an available work area to prepare the revised sets of construction documents
 - Verify both plan sets include all revised construction documents.
 - Upon completion, return all plans to the receiving technician for check-in. Some sheets removed from the set will be retained by Building Standards for the project history.
 - Receipt will be recorded and data added to project chronology.
- Plans Examiner will be notified automatically the project is ready for re-review; the subsequent review process can take up to several days depending upon the extent of revision to the construction documents and availability of the Plans Examiner. Inspections will not be available during this period.
- The applicant contact will be notified by email when the field set is ready for printing or pick-up and any RTAP related fees, or simply the project is ready for permit re-issuance.

Please contact the [Review Coordinator](#) the [Plans Examiner](#) assigned to your project for more information regarding revision of submitted construction documents and RTAP.

To be completed by Building Standards staff:

Reissue
date:

Fee
Paid:
