

THIS BOX FOR BUILDING OFFICE USE ONLY

Total Revision Hours @ \$286.88/hr *: _____

Overtime Hours @ \$430.31/hr*: _____

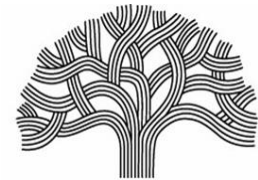
Building Fees Due: \$ _____

THIS BOX FOR ZONING OFFICE USE ONLY

Total Revision Hours @ \$281.14/hr *: _____

Overtime hours @ \$382.12/hr *: _____

Zoning Fees Due: \$ _____



Department of Planning & Building

BUILDING SERVICES DIVISION REQUEST FOR REVISION PLAN CHECK

I hereby request the City of Oakland, Community and Economic Development Agency, Building Services Division and/or Zoning Division to perform revision plan checking and permit processing work for Survey, Plot Plan, related Grading Permit, and Building Code compliance; and/or Zoning Regulations requirements during regular or outside normal working hours as indicated below. **I agree to pay the adopted Fee Schedule rate for this additional (1 hour minimum of each Division authorized below, EXCEPT Zoning Division requires 2 hours minimum).** I acknowledge that the Building Services Division and/or Zoning Division will not guarantee immediate service for this request but will make all reasonable efforts to provide this service in a timely manner. I also acknowledge that this authorization only applies to the reviews stated above and not any approval and plan checking work accomplished by others for other requirements. Regular Building revision plan check will take 5 days to 3 weeks, depending on the size and nature of the revision, unless an over-the-counter revision check is feasible. Regular Zoning/Design Review revision plan check will be performed in the order of projects received and may take up to 60 days if renotification is necessary. An expedited overtime revision plan check for Building and Zoning permits will be performed overnight or within 2 or 3 days.

**FOR PROJECTS WITH VALID BUILDING AND ZONING PERMITS, SUBMIT JOBSITE COPY OF APPROVED PLANS ALONG WITH 3 COPIES OF REVISIONS (2 COPIES IF ZONING APPROVAL IS NOT REQUIRED) AND REVISION CALCULATIONS TO:
INSPECTION SERVICES, 250 FRANK H. OGAWA PLAZA, 2ND FLOOR.**

**FOR PROJECTS WITH VALID ZONING PERMIT ONLY, SUBMIT 2 COPIES OF REVISIONS TO:
ZONING DIVISION, 250 FRANK H. OGAWA PLAZA 2ND FLOOR.**

Building Permit Application #: _____ Original Building Plan Checker: _____

Zoning/Design Review Application #: _____ Original Case Planner: _____

Project Address: _____

Description of Revision (including change in valuation) : _____

- REQUEST BUILDING & ZONING REVIEW BUILDING REVIEW ONLY ZONING REVIEW ONLY
- REQUEST BUILDING EXPEDITED OVERTIME REQUEST ZONING EXPEDITED OVERTIME

Print Full Name of Permit Applicant

Applicant's Signature

Date

Phone No.: _____

Fax No.: _____

<i>This Box For Zoning Office Use Only</i>	
<i>Approved Per Plan Submitted</i>	
<i>On</i>	
<i>By</i>	<i>Date</i>
_____	_____

*includes 9.5% record management & 5.25% tech enhancement
Request for Revision Plan Check July 2015
12/21/2015

REVISION PLAN CHECK PROCEDURES

OVERVIEW

The applicant must apply for Revision Plan Check when changes are made to projects previously reviewed and approved by the City. If the project has valid building permits, the Revision Plan Check request must be filed through the Zoning Inspector and/or Specialty Combination Inspector on 2nd floor of 250 Frank H. Ogawa, Suite 2340. If a project only has Zoning Permit approval or is currently under review by the Zoning division, then the Revision Plan Check request can be filed directly through the reviewing Case Planner in zoning.

REVIEW PERIOD

In the Building Services Division, revision reviews take as long as 3 weeks depending on the size and nature of the revision. In the Zoning Division, revisions are reviewed in the order of projects received. If all the necessary information is provided by the applicant, zoning revision reviews should take no longer than a new application of its kind. Overtime zoning reviews should take no longer than 1 to 5 working days, unless a renotification is necessary. If the applicant authorizes overtime, revision reviews generally will be performed overnight or within 2 or 3 days in each division.

BILLING

The billing rate is established per the Master Fee Schedule (one hour minimum for each division with fractions of hours rounded up to the nearest 1 hour-e.g., 1hr. and 20 minutes is billed at 2 hours). Fees are paid at the cashier at the time of permit issuance.

PROCEDURES

Who Action

APPLICATION FOR REVISION PLAN CHECK

Projects with valid Building and Zoning Permits:

Applicant An application for Revision Plan Check must be filed **BEFORE** 9:00 A.M. at the Inspection Services Counter located at 250 Frank H. Ogawa, 2nd Floor. 3 copies of revised drawings (2 copies if Zoning Approval is not required) must be submitted along with 2 sets of revision calculations.

Bldg.Insp. or The revision drawings will be stamped with the Plan Revision stamp and forwarded to zoning & building staff for .sign-off.
Zoning Insp

Projects with valid Zoning Permits only:

Applicant An application for Revision Plan Check can be made at the Central Permit Counter – Zoning Counter located at 250 Frank H. Ogawa, 2nd Floor, or by directly contacting the Zoning Case Planner. 2 copies of the revisions must be submitted with this application.

REVIEW BY STAFF

All Staff **Revision Review:** Staff will review project changes to determine compliance with all applicable codes and previous approvals.
Approval Stamp on drawings: To approve plan changes to projects with valid building and zoning permits, staff will sign, date, & indicate related Zoning Permit # on the 'Plan Revision Stamp', and may include redline notes throughout the plans. To approve plan changes to projects with valid zoning permits only, staff will similarly mark up revision plans though will use the 'Planning Approval Stamp' typically used w/ all Zoning Permit approvals.

All Staff **Record review hours and fees:** After signing-off the revision plans, each reviewer will complete the fee box on the top of the Revision Request form indicating the total review hours and the fees due.

Zoning Revwr. **Record decision information:** For zoning purposes, Zoning reviewers will add their initials, decision date and submittal date of approved revision plans at the bottom of the Revision Request form.

All Staff **Update Records and Files:** Staff will attach one approved Revision Plan set w/ the original approved Building Plans (file copy), place one in the original Zoning Permit case file, and have one available for the applicant to receive following payment of revision fees.

PAYMENT OF FEES and REVISION PLAN PICK-UP

Staff **Notify applicant:** Staff will inform applicant by phone that their revision plans are approved and available for pick-up following payment of revision fees. Staff will either meet the applicant or have the plans available for pick-up at the appropriate permit counter, along with the completed Revision Request form. The applicant will be directed to the cashier for payment (Central Permit Counter, 2nd floor, 250 Frank Ogawa Plaza).

Applicant **Payment of fees:** Upon payment, the cashier will print out a receipt and stamp the top of the Revision Request form and give it back to the applicant. The applicant must give the stamped Revision Request form back to the staff who gave them the completed Revision Request form.

Staff **Revision Plan issuance:** Upon presentation of the stamped request form indicating fee payment, one set of approved revision plans will be released to the applicant. NO APPROVED REVISION PLANS WILL BE ISSUED PRIOR TO PAYMENT OF FEES DUE.

OVERTIME AUTHORIZATION AND REPORTING

See procedures for Overtime Plan Check.

Request for Revision Plan Check July 2015

12/21/2015