



LDSIB-01 - HOW TO PROCESS CHANGE ORDER TO APPROVED PLANS

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This Information Bulletin describes the procedures for obtaining approval for changes to plans that have already been approved and have an issued permit.

I. CHANGE ORDER REQUIREMENTS

Per Ventura County Building Code Section J106.6, all changes, modifications or alterations to the approved plans and specifications during construction must be reviewed and approved by the Building Official prior to Construction.

A change order IS NOT appropriate when:

- A. The project is still in plan review (permit has not been issued);
 - B. Field changes that are approved solutions to field situations and have no impact on the design or project performance.
 - C. The permit has passed final inspection; or
 - D. There has been a substantial redesign of the original plans. Depending on the proposed changes a meeting may be required.
 - E. Expired permits
- E. When a design professional other than the design professional that prepared and sealed the approved plans proposes changes to the approved plans, the permit holder shall comply with the procedure in VBC §J106.9- Transfer or Responsibility to change the responsible party from that point in time going forward. The new design professional shall sign the revised plans documenting the construction change when the scope of work requires a seal pursuant to the Business and Professions Code.
 - F. Should the proposed changes affect calculations or reports previously approved during plancheck. Then the documents are required to be update as well. These documents may include but not limited to: Storm Water Pollution Prevention Plan SWPPP), Geotechnical Report, Hydraulic or Hydrologic Report, Archaeological Report, Water Quality report, etc.

II. REQUIREMENTS

Whenever changes are made to the approved plans, two (2) copies of the revised sheets with proposed changes redlined and a completed change order request form must be submitted for review and approval.

- A. Identify the changes by adding the "delta" Δ symbol with the number or letter circumscribed within the delta for the iteration. Also cloud the area with the proposed change. Only cloud the latest delta iteration to distinguish the change. Do NOT cloud previous changes but leave preceding Delta's. For instance, a second change order ΔB should have all changes associated with that delta number clouded and there should be no clouds for ΔA .
- B. If the changes to the plans are substantial enough to where the majority of the elements have changed then it is acceptable to cloud and delta the sheet number on the bottom right hand side of the sheet.
- C. On the bottom left hand corner of the sheet of the title block include a brief description of the changes on each sheet being changed, and include the revision date and initials of the engineer who is requesting the change.
- D. The Change Order Request form shall include a detailed description of the proposed changes and the signature and stamp of the engineer of record.

III. REVIEW FEES/DEPOSITS

Covered through the Grading Inspection Deposit. The Grading Inspection Deposit is typically paid at Grading Permit Issuance. The deposit is used to cover the inspector and/or the reviewer(s) hourly rate(s) (minimum 1/2 hour per discipline reviewing change). See information Schedule of Processing fees and Deposits – Land Development Services for a list of fees. If the change results in a significant change to the plans, i.e. over an acre, encroaching within a floodplain, etc., additional permit requirements and fees may also apply.

IV. ISSUANCE OF CHANGE ORDER

All fees must be paid and the change order approval must be issued prior to implementing the change in construction.

To minimize impacts to the construction schedule, the review and turnaround time is streamlined as much as possible. Regular Change Orders are typically returned to the submitter approved or with comments within 2-5 business days.

Please include contact information so that comments or approved documents can be emailed or faxed back. To expedite the review, it is preferred that the design engineer prepare the change order and meet with County staff to go over and discuss the changes.