

THIS BOX FOR BUILDING OFFICE USE ONLY

Total Revision Hours @ \$310.97/hr *: _____

Overtime Hours @ \$465.89/hr*: _____

Building Fees Due: \$ _____

THIS BOX FOR ZONING OFFICE USE ONLY

Total Revision Hours @ \$304.09/hr *: _____

Overtime hours @ \$414.25/hr *: _____

Zoning Fees Due: \$ _____



Planning & Building Dept.
Bureau of Building

REQUEST FOR REVISION PLAN CHECK FOR BUILDING PERMIT

I hereby request the City of Oakland, Planning and Building Department, Bureau of Building to perform building permit 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 Bureau of 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 applications 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.

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.

Building Permit Application #: _____ **Zoning/Design Review Application #:** _____

Original Building Plan Checker #: _____ **Original Case Planner:** _____

Did Inspector Require Revision? Yes No **If Yes - Name of Inspector:** _____

Project Address: _____

Description of Revision: _____

Identify 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.: _____ **Email Address:** _____ **Fax No.:** _____

This Box For Zoning Office Use Only

*Approved Per Plan Submitted
On*

By _____

Date _____

*includes 9.5% record management & 5.25% tech enhancement

-Over-

REVISION PLAN CHECK PROCEDURES

OVERVIEW

The applicant must apply for Revision Plan Check when changes are made to issued building permits previously reviewed and approved by the City. If the revision is for interior changes, 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 revision is for exterior changes then the Revision Plan Check request can be filed directly through the reviewing Case Planner in Zoning.

REVIEW PERIOD

In the Bureau of Building, 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

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

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 issued building permits, staff will <u>sign</u> , <u>date</u> , & indicate related <u>Zoning Permit #</u> on the 'Plan Revision Stamp', and may include <u>redline</u> notes throughout the plans.
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 permit counter, along with the completed Revision Request form. The applicant will be directed to the cashier for payment (Central Permit Counter, 2 nd 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. <u>NO APPROVED REVISION PLANS WILL BE ISSUED PRIOR TO PAYMENT OF FEES DUE.</u>

OVERTIME AUTHORIZATION AND REPORTING

See procedures for Overtime Plan Check.