



## Policy Memorandum – ADMIN 14

**To:** Building Division Staff

**From:** Samir Ghosn  
Deputy Community Development Director/Chief Building Official

**Effective Date:** **March 10, 2020** (*Original Effective date: 4-23-15*)

**Regarding:** **Structural Plan Review and Field Changes for One to Three Family Attached Dwellings Units**

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Effective **IMMEDIATELY** the following changes to the plan review and inspection process will take place affecting one to three attached dwelling units:

### **PLAN REVIEW**

1. The number of structural related plan review comments will be limited as per the table below. Do not combine different corrections into one comment. Administrative comments are not part of this limitation.

<b>TYPE OF PROJECTS</b>	<b>NO. of STRUCTURAL CORRECTIONS</b>
Residential: < 2,600 sq ft	10
Residential: 2,600 – 5,000 sq ft	15
Residential: >5,000 sq ft	20
Free Standing Retaining Walls	5
Other Structures (Structural Pools; Seawalls, Shoring, Docks Gangways, etc.)	10

2. No new structural comments will be allowed during the subsequent rechecks, unless the structural design has significantly changed and new fees are assessed and collected;
3. Structural comments will focus on the lateral resisting elements and details of the project;
4. Plan reviews will be limited to one initial check and two subsequent rechecks; and,
5. Plan reviews for 2<sup>nd</sup> recheck (3<sup>rd</sup> check) will be conducted in a face-to-face meeting.

## **INSPECTION**

1. Minor structural detail changes that occur in the field may be handled through a Request for Information (RFI). RFI's will be stamped and signed by the engineer or architect of record on 8 1/2" x 11" sheets or larger, handed to the building inspector, and kept with the permit file. Structural detail RFI's having a design change requiring structural calculations backup should be submitted to the front counter for review.

RFI's will be submitted for archiving at the time the permit is completed and signed off.

2. Framing changes, modified connections of structural members or member size changes, are required to be submitted to the front counter for revisions.