

ANAHEIM



BUILDING DIVISION

Plan Revision Procedure

If your project needs a revision, the following procedure will apply:

1. Contact the Building Division at (714) 765-5153 to set up an appointment directly with the Plans Examiner who reviewed your plans.
2. Make copies of the original sheets and cloud your revisions. Do not make changes directly on the original approved sheet(s).
3. **Bring the original approved job set of plans** and 2 copies of full size revised sheet(s) to your appointment.
4. The Plans Examiner will determine if the revision(s) can be approved over the counter or requires submittal.
5. A minimum fee of \$45.66 will be due for the review/approval of the revisions. Revisions taking longer than 15 minutes will be assessed an additional \$45.66 for each 15 minute interval.
6. Attach the approved revised sheet(s) to the back of the original approved job set of plans. The Building Inspector will verify this at the project site.

Please note: our staff may be unable to adequately assist you if you arrive without an appointment. If you have any questions, you may contact our Plan Check Coordinator at (714) 765-5153 x-5767.