



## GENERAL INFORMATION

Once a permit has been issued and work is in-progress, minor deviations to the city-approved plans may be eligible for a field revision (approved by the Inspection staff) in-lieu of a formal plan revision (reviewed by Plan Review staff).

**IMPORTANT NOTE:** If deviations cannot be accepted using the Field Revision option, the contacts on the permit record will receive an email notification. At that point, a Formal Plan Revision will need to be submitted to the City Plan Review team via the Accela system.

## REVISION PROCESS

After permit issuance, deviations to a city-approved plan must be memorialized by a revision per Florida Building Code 107.4.

- The Construction Inspector will determine if a Field Revision is an acceptable option based on the type of changes made.
- If the changes do not meet the criteria, the Construction Inspector will inform you that a Formal Revision will need to be submitted through Accela to be reviewed by the City Plan Review team.

## PREREQUISITES

- A permit must be issued, and work commenced to apply for a Field Revision.
  - The Construction Inspector will be able to advise if the Field Revision option is viable.

## SUBMITTAL REQUIREMENTS

- A Field Revision must be applied for, and fees paid before the review process can be initiated.
- A narrative and a detailed drawing of the changes will need to be submitted in accordance with the original plan submission by the designer on the record.

## FEES

- The Field Revision fee is \$203.93 and is due at application submittal. Fees are subject to change. Please refer to the [General and Administrative Fee](#) schedule for updates.