



Technical Guide Field Revision

Updated 02.13.2023

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.