



City of Santa Barbara

PROJECT REVISION PROCESS

Projects that have been issued building permits or that are under construction sometimes require plan revisions for desired field changes. **If the project design changes** the building inspector may not approve revisions that involve a revised or expanded scope of work, **especially** if the exterior appearance of the structure will be/has been altered.

When approved plans require changes, a project revision process must be followed before the work is completed.** The Planning Division must check that the project remains consistent with original development approvals, conditions, zoning standards and whether any exterior revisions require review before the Architectural Board of Review (ABR), Historic Landmarks Commission (HLC) or Single Family Design Board (SFDB). (Review and approval by other departments may also be required). In most cases, the plans must be updated and should involve the architect/designer responsible for the original design. Also refer to the California State Business and Professions Code §5640 for plan preparation licensing requirements.

The following steps must be followed in order to process plan revisions. (Also refer to flow chart on reverse side.)

- Step 1:** **Contact Architect or Designer of Record.** In most cases, the plan sheets that reflect revisions must be updated by the Architect or Designer. Revisions may need to be clouded to more readily identify proposed changes to construction plans.
- Step 2:** **Contact Planning Counter.** A determination is required to confirm whether project changes impact original zoning compliance, and whether Design Review Approval is required for the project's exterior changes. (Make any additional revisions and obtain any other necessary approvals to comply with regulations, if required.) If Design Review is required, verify what level of review is required and proceed to steps 3 & 4. If Design Review is not required, skip to step 5.
- Step 3:** **File a "Review After Final" Application.** Complete a design review resubmittal form for "Review After Final" review. List all revisions, submit all required plans and materials at the Planning Counter, and pay the application fee.
- Step 4:** **Review and Approval.** Obtain the required ABR, SFDB, or HLC approvals. (This may require attendance at a meeting).
- Step 5:** **Apply for and obtain a building permit revision at the Building & Safety Counter.** All revised plan sheets and project conditions need to be included for review. Planning/Zoning compliance is required in order to obtain a "Planning Division Approval" stamp. Payment of all permit revision fees is also required.

****ADVISORY:** "As-built" work completed before obtaining permit revisions proceeds with risk. The City is under no obligation to accept work already completed if the work is found to be out of compliance with zoning standards, design guidelines and building codes.

PROJECT REVISION PROCESS

STEP 1 – CONTACT ARCHITECT OR DESIGNER OF RECORD (to revise plans)

Revise plans to reflect the proposed changes. (In most cases, only the plan sheets showing the revisions must be changed.)

STEP 2 – CONTACT PLANNING COUNTER (to determine compliance with regulations including zoning and design review)

Revise plans to reflect the proposed changes and meet all regulations. (In most cases, only the plan sheets showing the revisions must be changed.)

Is Design Review Required?

No

Yes

STEP 3 – FILE A “REVIEW AFTER FINAL” APPLICATION

Submit all the required plans and materials at the Planning Counter, and pay the application fee.

STEP 4 – REVIEW AND APPROVAL

Staff will review the application and either approve the design review changes administratively or schedule it for the next available ABR, SFDB or HLC meeting.

Revise plans to address comments and resubmit

Approved?

Yes

No

STEP 5 – APPLY AND OBTAIN A BUILDING PERMIT REVISION

Submit all revised plan sheets including project conditions for the permit revision to be stamped and issued. Pay all permit revision fees.