

CITY OF FREMONT POLICIES & PROCEDURES

REVISIONS: MINOR

A revision is defined as a change to an approved plan after it has been issued. For minor field changes the City of Fremont has two options for the applicant:

1. **Over-the-Counter:** If the project change is relatively minor in scope then it might qualify to be done Over-the-Counter. The walk-in hours are Monday-Friday from 8:00 am to 8:45 am only. Otherwise, an appointment will be needed with the original reviewer.
2. **Submitting:** All revisions can be submitted anytime during our business hours for a standard seven day review.

Over-the-Counter Requirements

1. Applicant to bring approved **job copy** drawings set.
2. Minimum **two sets** of revised full size sheets that are affected by revision
3. A detailed revision **narrative** – outlining changes made locations and detail numbers.
4. All revisions to be **clouded** and numbered with the appropriate delta number
5. All submitted documents to be stamped and signed by the responsible design professional (if applicable)
6. Calculations (as required)
7. Can **only** come during the daily walk-in hours between 8:00 am – 8:45 am.

Submitted Revisions (7-Business Day Review)

1. A detailed revision narrative – outlining changes made, location and detail numbers
2. All revisions to be clouded and numbered with appropriate delta number
3. All submitted documents to be stamped and signed by the responsible design professional (if applicable)
4. Minimum two sets of revised full size sheets that are affected by the revision (if review from other city departments is required then additional sets might be needed)
5. Calculations (as required)

Fees:

1. Over-the-Counter
 - a. Plan check rate \$89.70 x time spent (minimum of 15 minutes)
 - b. Community Planning Fee (CPF) 15% of plan check
 - c. Document Imaging fees
 - i. Sheets \$1.38 per
 - ii. Pages \$0.69 per
2. Submitted Revisions
 - a. Two hours x Plan check rate \$89.70
 - b. Community Planning Fee (CPF) 15% of plan check
 - c. Document Imaging fees
 - i. Sheets \$1.38 per
 - ii. Pages \$0.69 per