

Memorandum

State of California

osDpd

"Equitable Healthcare Accessibility for California"

To: All Plan Review and Field Staff

Date: January 23, 2007

From: John D. Gillengerten, S.E.
Acting Deputy Director

Subject: Field Directed Changes to Approved Plans

The plan approval process involves the review of a two dimensional set of plans that may or may not represent actual existing conditions and/or what was actually constructed may not match what was submitted for review and approval. For these and other reasons, we have a field confirmation process. However, after submitting plans to the plan review and approval process, the last thing that anyone involved in the construction wants to discover is that the plan approval does not mean that the plans are approved. This occurs when field staff requires a change from the approved plans.

The difference between what was approved and what the field staff person perceives should have been approved may be the result of differing interpretations, an oversight by the reviewer, an alternate method of compliance approved by the office or other reasons. In any event, a change from the approved plans directed by field staff is problematic for the Division. When this occurs, it displays a lack of teamwork and consistency between the office plan review staff and the field compliance staff. Therefore, the following procedure is to be followed by field staff before any change from the approved plans may be required:

1. Field staff must bring all seeming errors/discrepancies to the attention of the Regional Compliance Officer for resolution prior to giving any direction, verbal or written, to the designer, IOR, contractor, owner, etc. regarding a change from the approved plans.
2. The Regional Compliance Officer will consult with the Plan Review Supervisor, Plan Reviewer, Technical Lead, etc. as necessary to determine the proper course of action on a case-by-case basis.
3. Insofar as is practical, the plans will stand as approved.
4. Issues involving life safety must be corrected or changed as necessary to the extent required to make the building and its occupants safe.
5. If the Regional Compliance Officer and Plan Review Supervisor cannot agree on the appropriate action to be taken, then the issue shall be brought to the appropriate Deputy Division Chief for resolution.