



## PLAN AND PERMIT REVISIONS

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

Building plan and permit revisions happen often and can be a normal part of the building process. When you make changes to the approved work during construction, you must first get approval from Kittitas County CDS. This policy is a guide to the revision process and procedures to help you accomplish these changes.

**Substantial revisions** are those that require additional plan review and fees. Substantial revisions include but are not limited to: additional square footage added, roof or other structural modifications (foundation changes, type of construction changes, basement addition, etc.), changes to the footprint of the structure, and change of occupancy type, or even a totally new design to name a few conditions.

**Minor revisions** are those that typically can be made without additional plan review or additional fees. Minor revisions can include but are not limited to: moving a plumbing fixture location, changing some window types/sizes (except egress), reducing square footage without substantial changes to the structural elements (same trusses just fewer of them, etc.), or changing the heating system type to name a few elements. Many minor revisions can be addressed by the building inspector in the field or pre-approved by the plans examiner that did the original plan review.

Final determination if a revision is substantial or not rest solely with Kittitas County CDS based on the above criteria, as well as other factors that may be specific to the particular project. Always check first with Kittitas County CDS for a determination prior to proceeding with changes.

Minimum requirements for plan revision submittals will vary, however, a new completed permit application and a statement of the changes being made are required for every revision submittal.

DATE: 9/2/16

BUILDING OFFICIAL: W. PELTON