



Submittal Requirements Revisions to Approved Plans

**City of Jurupa Valley
Building Department**
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Building Department “APPROVED” plans and specifications shall not be changed, modified or altered without authorization from the Building Official, and all work regulated by this code shall be done in accordance with approved plans. For any changes made to a project that are not in compliance with the “APPROVED” construction documents, revised plans must be submitted to the City of Jurupa Valley for the Plan Check Approval process. The following policy is designed to provide a consistent, uniform method to process these types of project revisions.

Jurupa Valley Building Department Policy

1. Minor revisions to approved plans will require the applicant to pay a minimum ½ hour plan check fee at the time the revisions are submitted. If the revisions are determined to be more than minor then the fee will be based on the estimated time required to process and review the plans. (If the permit is deposit based this plan check fee will be deducted from your deposit account. If the permit was issued as a fixed fee permit an additional fee must be paid at the time you submit the revisions.) An additional archive fee will be collected based on the number of revised documents submitted.
2. If the original set of stamped “APPROVED” plans have been wet stamped and signed by an architect or engineer, then the revised plans shall be reviewed, approved, wet stamped and signed by the architect or engineer of record prior to submittal.
3. The applicant, architect or engineer of record shall submit a written transmittal letter with an itemized list of the changes and corresponding delta reference number.
4. Transmittal letter must indicate the page numbers of the pages that have been revised.
5. Submit two copies of the revised pages only. The area of revision shall be identified by means of a clouded area with the corresponding delta reference number adjacent to it.
6. Submit the original set of stamped “APPROVED” plans.
7. Over the counter plan check of minor revisions is not always available subject to staff availability and workload. If this process is not able to be performed over the counter, the plans will be submitted for plan check and usually ready in 24-48 hours for minor revisions, 7-10 days for major revisions.
8. Failure to provide any information requested is an incomplete submittal and will not be accepted for review.
9. The Building Department staff will contact the applicant when the corrections are ready or the revisions are approved and ready to pick up.