

	BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL	Effective Date: October 15, 2009
		Supersedes Policy Dated: June 4, 2003
	1.7 Inspections – Field Revisions	Issued by: Eric M. Mays, P.E.  Building Official

This establishes the process for the review and approval of construction field revisions. The goals of this policy are:

1. Improve customer service by reducing the quantity of revisions required to be submitted to the Building Plan Review Section.
2. Ensure that the owner and designer concur with the contractor's field revisions.
3. Maintain accurate records of the approved construction documents.

The Construction Field Revision Outline provides the framework for the review and approval of construction field revisions. Based on the significance of the construction field revision, the policy provides for two levels of review and approval (i.e. Inspector or Construction Inspection Supervisor). However, based on the complexity of any construction field revision, the Building Construction Inspections Branch has the discretion to require an approval by the Building Construction Review Branch.

During an inspection, the Inspector will determine whether or not a construction field revision is required, as well as, the level of approval. All construction field revisions that will be reviewed by the Building Construction Inspections Branch must be submitted (2 originals) on the Prince William County [Construction Field Revision Form](#). The owner/owner's representative and the designer of record must also approve the [Construction Field Revision Form](#).

One of the approved Construction Field Revision Forms must be attached to the approved plans maintained at the construction site. The second approved form will be filed with County's approved plans for the project. (NOTE: For Residential Master File Plans the [Construction Field Revision Form](#) will only be for a lot specific approval. The Residential Master File Plans will require a formal revision beyond the original lot specific approval.)

The outline on the following page provides the various types of construction field revisions and the level of review and approval required. The lists are not all inclusive, and they are meant to be used as a guideline. All field revisions must be approved by signature by the Owner or Owner's Agent and the designer of record.

Attachment/Hyperlink:

- [Construction Field Revision Form](http://www.pwcgov.org/eBuildingDevelopmentForms/forms/ConstructionFieldRevision.pdf)
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Construction Field Revision Outline

Construction Inspector Review and Approval/Field Revision Form Required:

1. Add general use receptacles (up to 2 per circuit)
2. Oversized/increased sized structural members
3. Move ducts/piping/raceways within the same room no more than 10 feet.
4. Increase DWV/water supply/gas piping sizes
5. Adding code required fire dampers
6. Adding code required valves/fittings
7. Substituting similar fixture/device types (lights, water closets, diffusers, etc.)
8. Add required plumbing fixtures not on plan (up to 2 fixtures)
9. MINOR layout/material changes to limited portions of duct systems (move diffuser, substitute flex at diffuser drop)
10. Minor layout/material changes to portions of lighting systems

Construction Inspection Supervisors/Field Revision Form Required:

1. Wiring method changes
2. Through penetration firestopping systems
3. Equipment changes (Model/ Manufacturer)
4. Substituting dissimilar fixtures/devices (lights, water closets, diffusers, etc.)
5. Altering opening protectives
6. Move non-rated, non-egress walls (minor changes only)
7. Relocate Panel boards
8. Items forwarded by the Construction Inspector
9. Items that the Construction Inspection Supervisor deems equivalent to the above items and in compliance with the intent of this policy.