	BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL	Effective Date: October 15, 2009
		Supersedes Policy Dated: N/A
	1.14.5 Special Inspections - Field Revisions	Issued by: Eric M. Mays, P.E. Building Official

This establishes the process for the review and approval of Special Inspections 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 for Special Inspections Projects.
2. Ensure that the owner and designer concur with the contractor's field revisions.
3. Maintain accurate records of the approved construction documents.


The Special Inspections Field Revision Outline provides the framework for the review and approval of construction field revisions. However, based on the complexity of a field revision, the Special Inspections Section has the discretion to require an approval by the Building Plan Review Section.

During an inspection, the Special Inspector Engineer of Record (SIER)/County inspector will determine whether or not a field revision is permitted in accordance with this policy. If the SIER/County inspector determines a field revision is permitted, the SIER will notify the contractor and the Special Inspections Section. All field revisions that will be reviewed by the Special Inspections Section must be submitted (2 originals) on the Prince William County [Construction Field Revision Form](#). The owner/owner's representative and the Structural Engineer of Record (SER) 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.

Attachment/Hyperlink:

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

FOOTING & FOUNDATION

1. Enlarging footing and foundation due to over excavation
2. Deepening depth of footing by less than 1 ft resulting in the increase of height of pier/foundation wall.
3. Deepening depth of footing by more than 1 ft resulting in the increase of height of pier/foundation wall. (Special Inspections Section has the discretion to require an approval by the Building Plan Review Section.)
4. Move ducts/piping/raceways within the same room no more than 10 feet.
5. Material replacement by 1 ft under footing without change in footing elevation
6. Material replacement by more than 1 ft under footing without change in footing elevation
7. Reduction in the depth of foundation due to encountering rock provided footing is below the frost line

STRUCTURAL STEEL

1. Extension of anchor bolt by welding
2. Replacement of Bolted connection with welding and vice versa
3. Field welding in lieu of shop welding

RETAINING WALL

1. Reduction in height of retaining wall¹

CONCRETE/CMU CONSTRUCTION

1. Repair of structural cracks in foundation walls, slab-on-grade, elevated slabs

¹ Revised site plan approval may be required