



## What Is A Field Revision?

### Benefits of Field Revisions

Field Revisions are an innovative approach that is both customer friendly and code compliant. They can be given to your inspector in the field at the time of your inspection instead of a formal submittal over the counter. All single trade revisions are eligible.

The Revision Policy for processing field revisions instead of formal submittals conducted over the counter is in accordance with Sections 114, 117 and 137 of Chapter 19 of the City of Boca Raton Ordinances for “Amended Construction Documents,” “Revision Narrative,” and payment of “Prescribed Fees.” The “Policy” provides for increased flexibility for code enforcement, expediting the revision process to help maintain construction schedules.

### General Requirements

1. A complete Field Revision Package consists of a properly Revision Contract Cost Statement (RCCS), revised plans and/or documents and a completed Inspection Report Form (IRF), provided by the inspector.
2. The base fee for Field Revisions is the same as over the counter submittals; \$100.00 plus scanning fees and any additional fees due to the increase in the total contract cost of construction.
3. All single trade revisions are eligible for a Field Revision; all other Field Revisions must be pre-approved by the Inspector by calling his Supervisor prior to scheduling.
4. The Inspector establishes eligibility of a Field Revision if the inspection does not match the approved plans, and, can still be “approved” as being code compliant.

### How to Schedule a Field Revision

- a. If eligibility from step 2 is unclear the applicant will need to reach out to the lead plans examiner of that discipline to make a final determination.
- b. In order to get a Field Revision, the applicant would need to schedule a rough inspection of that trade (Electrical, Mechanical, Plumbing, Structural) and have the information in step 1 on the job site.
- c. After the Field revision is submitted to the inspector it will be delivered to the Chief of that discipline for processing.
- d. The Chief will sign off on the Field Revision and forward it to be scanned into the system and fees assessed.
- e. The Applicant will be notified once the fees are assessed and the documents are scanned in.

**After you make your Field Revision payment, download your approved documents and contact the Chief Inspector to have your inspector result.**