Procedure for Private Development Engineering Plan Changes After Formal Release for Construction

Updated: October 2, 2013

This procedure is to be used for engineering plan changes for **private development projects** after engineering plans are released by the Engineering Division for construction including all fees paid, plans stamped released for construction and the file and stamped plans turned over to the Public Works Construction Inspector for scheduling of a preconstruction meeting.

If the engineering plans have not reached this stage of final release, a plan change shall be treated as a modification of plans that have not been released for construction.

The City Project Manager is the assigned engineer at the City of Mesquite responsible for the review of engineering construction plans prior to release of construction and also for review of any changes to the plans during construction due to conflicts or field conditions which necessitate a revised plan. Generally, project issues are brought up by the Public Works Construction Inspector and passed on to the City Project Manager to determine if revised plans are required.

Procedure:

- ☐ The **City Project Manager** will collect information related to the change from the assigned Public Works Construction Inspector and/or the contractor or the developers engineer .
- ☐ With this information the **City Project Manager** will determine if the change is of enough significance to require preparation of revised plans before work continues or if the change can be made in the field and documented on the "as-built" record drawings submitted by the consulting engineer.

- ☐ The **City Project Manager shall post this information to the P&Z project tracker blog to inform stakeholders of the need for a plan revision.**

- ☐ If an immediate plan change is required, the City Project Manager will inform the contractor and developer's consulting engineer that the project (or portions of a project) is shut down from further construction until the needed plan changes are submitted and approved.

- ☐ The Consulting Engineer will furnish one set of the proposed changes to the City Project Manager for review. This set should be accompanied with a transmittal letter from the consulting engineer explaining the changes and give full contact information for follow-up. The revised plan set should clearly identify all changes to the original released plan set by clouding changed information and identifying this information in the revision block with an appropriate numbered symbol (usually a small triangle with a number of the revision inserted in the triangle). The revised set should be stamped and sealed with an updated date of the change.

- ☐ The City Project Manager shall confer with assigned Public Works Construction Inspector to determine if the changes submitted are adequate to address the identified issues.

- ☐ Once the review is complete and the consulting engineer has made all changes required, the consulting engineer shall submit a **minimum of eight full size sets and one half-size set (nine sets total)** for stamping to update all previously stamped sets. Depending on the number of plan sheets involved a representative from the consulting engineer (preferred) or the Engineering Plan Review and Records Specialist will stamp the revised plans sets with two stamps:

    - Released for Construction Stamp with current date
    - Revised Stamp

- ☐ The City will keep four full size and the half size sets of revised plans and the Engineering Plan Review and Records Specialist will distribute as follows:

    - Engineering Division Rack Set (full size set)
    - Public Works Construction Inspector truck set (one full size set and one half-size)
    - Building Inspection – Building Plan Reviewer (full size set)
    - Utilities (full size set)

- ☐ The consulting engineer representative shall take the remaining four (or more) sets of plan revisions and shall be responsible for issuance to the contractor, surveyor, developer, etc.

- ☐ The Engineering Plan Review and Records Specialist shall post this information to the P&Z project tracker blog to inform stakeholders that revised plans have been approved and released for construction.