



# Field Changes Bulletin # 23

Department of Planning and Land Services, June 2007  
Division of Building Safety and Inspection for 2006 I Codes

---

---

## General

As soon as you know you need to change something on an approved permit you should notify the Building Division. This applies even if there is no change to permit fees. Changes should be sent by fax to 253.798.3131 or e-mail to [mnoot@co.pierce.wa.us](mailto:mnoot@co.pierce.wa.us). Field changes not sent to the office in advance may cause the permit to be suspended and/or "stop worked" causing a delay with construction and the assessment of an investigation fee. Minimum investigation fee is \$250.

If you want to make permanent changes to an approved Base Plan you are required to set up a new Base Plan. If this is a one time change we will get the change to the area inspector and make an entry in the inspection report. If the proposed change requires the permit to be modified we will contact you on the process.

The inspection staff is authorized to review and approve changes in the field. **However**, with the current work load this is not our preferred way to handle these changes. It is the inspector's decision based on time and complexity of the change if they can review it in the field. If the work has already been done you are subject to an investigation fee of \$250.

Changes approved by the inspector during an inspection will be entered in the inspection report.

## Specific Questions

### **1. Can I add an option to or modify a Base Plan, without an entirely new review of the Base Plan.**

There are two variations to this item. There are options or modifications to a plan specific to only one site. You can also add to or modify a Base Plan for future use. Site specific changes will continue to be handled with a supplemental permit or by revising the site specific permit. These minor changes are treated as if they came to us as a stand alone permit application. We can usually process a supplemental permit (or edit) in three (3) to five (5) days. Not every change requires a supplemental permit. Additional square footage always requires a supplemental permit. Adding an option for future use always requires a new Base Plan to be established. This does not always mean we would charge a full Base Plan set up fee and take a lot of time. Applicants should always start with a meeting to review the changes they need and any time constraints they are under.

Changes that do not require a supplemental permit are reviewed in the next section.

## **2. What field changes are allowed without having to re-submit the plans for review or supplemental permit?**

The following is a list of items that are permitted as field changes without a supplemental permit. Inspectors are authorized to review these changes in the field. An inspection comment recording the changes will be entered into the inspection record.

1. Non-structural wall movement - Master bath and closet reconfigurations.
2. Bathroom - 3/4 to full bath - Kitchen reconfiguration
3. Window relocation as long as size and energy code requirements stay the same. And, the relocation does not affect any braced wall panel.
4. Sloped lot foundation changes.
  - a. If the house is not engineered, you may add a stepped foundation following the prescriptive requirements in the code.
  - b. If the house is engineered, you may add a stepped foundation with an engineered design.
5. Minor structural changes.
  - a. If the house is not engineered, you may make minor structural changes following the prescriptive requirements in the code.
  - b. If the house is engineered, you may make minor structural changes with an engineered design.
6. French Doors instead of slider in same opening.
7. Different siding if no change in lateral or Fire-flow requirements

**Note:** For items 4 and 5 above the inspector always has the option to refer the changes to plan review if they feel the change is too extensive for field review.

### **The following is a list of items that are NOT permitted as field changes:**

1. May not add square footage.
2. May not change structural details on an engineered design without authorization from the design engineer.

## Joist Hangers & Treated Plates

Some contractors have run into difficulty matching up joist hangers to the treated mud sill material that is supplied. Installing Grace Vycor Deck Protector is the only approved product allowed between the treated mudsill and a hanger that does not meet the triple zinc rating G-185 is **Now** an acceptable installation standard. Hangers shall be a minimum G-90 and Hot-Dip Galvanized fasteners. Stainless steel connectors and fasteners should not be used with the Grace Vycore Deck Protector.

## Vertical Rebar Tied in Place

We are going to simplify the process for those who do not want to tie the bars in place. We will follow this process:

1. When vertical bars are not tied in place at the footing inspection;
2. The Inspector will verify setbacks and footing layout per approved plans.
3. Inspection report will note that a Special Inspection or Structural Observation AT Foundation Inspection will be required.
4. Special Inspection or Structural Observation report must be on site for foundation inspection.

The one issue that is still a little unclear is a bar partially tied in place. The bar is then rotated to a vertical position during the pour. This is a workmanship issue and the inspectors will have to evaluate when they sees how it is actually installed.

**This process applies to vertical bars with or without hooks.**