

## Change Order Policy

### Applicable Codes for Building Permits and Change Orders

Applications for building permits will be reviewed under the codes in effect upon official acceptance of a complete permit application. Such codes shall continue to apply through the review of the permit application, with the conditions and exceptions below:

- ✓ **Corrections** to a permit application, which respond solely to staff comments and which are required for code compliance, will be accepted without affecting a new submission date, and therefore, without affecting the code in effect for review. In addition, limiting permit changes to those amendments necessary for code compliance significantly reduces permit review times since staff can focus on a limited number of issues and will not need to re-review the entire permit.
  
- ✓ **Resubmissions** that include design alterations unrelated to staff comments or code compliance issues (applicant initiated amendments) are considered change orders and will not be accepted until after permit issuance. If an applicant wishes to make design alterations, he or she may withdraw the original application from plans review and resubmit a new application, or wait until the initial permit is issued and then apply for a change order.
  
- ✓ **Change orders** shall be subject to the code requirements for each reviewing agency.
  - Zoning—Change orders will be subject to the codes in effect at the time of submission of the change order.
  - Building—Change orders will be subject to the codes in effect for the master building permit.
  - Engineering—Change orders will be subject to the codes in effect at the time of submission of the change order.

NOTE: Depending upon the nature of the change order, an entire project may need to comply with a revised code.

### Change Order Definition and Management

Change Orders are defined as changes *made at the applicant's discretion*, after issuance of a permit. Change Orders are not allowed during plans review, only after permit issuance. Items that would otherwise trigger a change order, when presented during the plans review phase, will trigger the need for a new permit.

There are two classes of change orders: minor and major. All change orders are minor change orders unless they meet the thresholds for a major change order listed below, at the discretion of the reviewing agency.

Processing of change orders:

- Minor change orders will receive expedited review, *if possible*, in comparison with newly submitted plans.
- Major change orders will be handled the same as a new permit and will not receive processing priority.

Fees for change orders:

- Each department assesses separate fees for minor and major change orders. Applicants submitting change orders will need to pay the change order fees associated with review of their changes. Fees may vary based on which agencies need to review the change order, in addition to whether the change is considered minor or major.

Triggers for Major Change Orders

The table below identifies the primary triggers for major change orders:

Major Change Order Thresholds	Build	Zone	HPC	Eng	Util	Parks	EH	Parking	San	Fire
Changes that require recalculations of Floor Area, Net leasable commercial area, Net livable area, or Non-Unit Space	Major	Major	Major if applicable			Major if applicable				
Changes to access to attic or crawl spaces	Major	Major								Major
Changes to required fire systems that change the type of system needed					Major					Major
Changes to a fire system that increase or decrease the amount of fire flow needed, altering the tap size					Major	Major				
Changes that create access between two or more residences or buildings	Major	Major			Major	Major				
Changes that create access from a house to an ADU	Major	Major				Major				
Changes that require recalculation of ECU's	Major				Major				Major	
Changes to the underground water utility systems					Major	Major				
Changes to the underground electric utility systems					Major	Major				
Changes to the underground sewer system				Major	Major	Major			Major	
Changes to the foundation stabilization systems, top of foundation or other changes that affect drainage systems	Major	Major		Major	Major	Major				
Changes to the exterior appearance of the building, or to the size, footprint or design of a building	Major	Major	Major	Major	Major	Major				

Major Change Order Thresholds	Build	Zone	HPC	Eng	Util	Parks	EH	Parking	San	Fire
Changes to the impervious area or changes that alter the footprint or depth of site drainage	Major	Major	Major	Major	Major	Major				
Changes to the exterior appearance of the building	Major	Major	Major			Major				
Landscape/grading changes, or changes to storm water management, that change the footprint or depth of site drainage (for example, certain changes between storm water management techniques), but do not change measurement of height of building		Major		Major	Major	Major				

Other circumstances that may trigger a Major Change Order, depending on the magnitude of the change, include items such as:

- Changes to mechanical system equipment and venting and location
- Changes to an existing commercial kitchen
- Changes to on-site parking

### Additional Permits and Project Changes

Be aware that additional permits might be triggered, even if major change orders and their associated fees are not triggered, when a project is changed (For example, tree permits, ROW or encroachment permits, etc.).

### Changes that Will Trigger a New Permit

**Under certain circumstances, change orders will NOT be granted for project changes. Instead, a new permit application will be required.** These include but may not be limited to the following:

<ul style="list-style-type: none"> <li>• Changing the use of the building (e.g., changing from office to restaurant space or changes to occupancy loads).</li> </ul>
<ul style="list-style-type: none"> <li>• Adding more buildings to a project.</li> </ul>
<ul style="list-style-type: none"> <li>• Changing the exterior appearance of a residential building in a way that violates residential design standards or code. (This typically will require a planning review and approval. Assuming planning approval is granted, a new permit will then be required.)</li> </ul>
<ul style="list-style-type: none"> <li>• Changes that require review for compliance with residential design standards will normally require planning review and approval. Assuming planning approval is granted, a new permit will then be required. (This typically will require a planning review and approval. Assuming planning approval is granted, a new permit will then be required.)</li> </ul>
<ul style="list-style-type: none"> <li>• Proposing stormwater mitigation schemes that do not follow the URMP, unless they have received a variance from City Engineering.</li> </ul>

- Making any changes to a project that do not conform to codes, standards, or other City requirements.

Finally, changes that violate the terms of land use entitlements are not allowed under any circumstance, regardless of whether they occur during original building permit application submittal, resubmittal, a change order or submission of a new permit application. All such changes and applications will be rejected without review.