



Plan Revision Submittal Application

NOTICE: Revisions can only be made to plans that still have a surety in place

Coordinate with Public Works – Development & Flood Control staff prior to submitting the formal revision for review. Complete the following checklist and include it along with a pdf of your plans when submitting. The following items are required:

- A pdf of the redlined drawings and the Plan Revision Submittal Application, including this checklist.
- The minimum fee for a formal revision to the approved plans is a one hour charge of \$50.00. Each additional hour of staff review time is \$50.00. The total amount due must be paid prior to release of the mylars to be revised.
- Revision numbers are assigned by the engineer and will be sequential per plan set. The cover sheet for all plan sets must be included with any proposed revision and all affected sheets must be identified in the revision grid on the cover sheet.
- Proposed revisions must be depicted in **RED** on the approved plan(s) or they will not be accepted for review. CAD replots are acceptable if ALL previous revisions are shown.
- All revision sheets must be stamped by the revising engineer (per NAC 625). If the revising engineer is not the engineer of record a letter of permission from the original stamping engineer is required (NRS 625 and State of Nevada's "The Blue Book", 2020 Edition). Additionally, the engineer must clearly indicate which revisions he/she is stamping for.
- In cases where a proposed revision is extensive, the engineer must meet with a Public Works Land Development Project Leader to discuss the magnitude of the changes. Afterwards, it may be submitted as a re-plot with the changes plotted in red ink. A pdf copy of the approved plans must accompany any re-plotted redlines.
- If the revising engineer is not the engineer of record, a wet-stamp is required on those mylar sheet(s) not re-plotted. Indicate which revisions the revising engineer is responsible for by delta number.

Upon approval of the redlines the engineer will be contacted to pick up the affected mylar sheet(s) to make the changes. When returning the mylars to the Development & Flood Control Division, the engineer may submit a duplicate set of mylars or bond copies to be signed and returned to the engineer upon final review and approval or the engineer may request to receive a pdf copy of the approved sheets.

If a hand change is being made to the mylar by the engineer of record, a wet-stamp is only required if the original stamp has expired.

The objective of a Formal Revision is to maintain accurate record drawings throughout construction of the project and for the purpose of facilitating proper inspections, addressing construction conflicts / field changes and to ensure that what is constructed in the field is consistent with the approved plans when it comes time for bond release.