

# FIELD REVISIONS (FRC/FRR)

## WHEN DO FIELD REVISIONS OCCUR?

**Field Revisions** occur when changes need to be made to a permit after it has been approved and issued.

In the best case scenario, an applicant will apply for a field revision as soon as they know that there is a desire to change the plans. Other times, when an applicant has not notified the City that the plans have changed, and built something that diverges from what is shown on the approved plan set, the inspector will advise the applicant that an approved field revision is needed before the inspection can be approved.

## APPLYING ONLINE

A field revision is applied for online via the applicant's [Tacoma Permits portal \(ACA\)](#), just like other types of permits. The type of permit will either be Commercial Field Revision or Residential Field Revision, listed under the Additional Services dropdown option.

### ▼ Additional Services

- Alternate Means and Methods Request
- Commercial Field Revision
- Residential Field Revision

### ▶ Permits

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Keep in mind that multifamily structures of 3 or more units are considered Commercial. If you are unsure about whether your permit qualifies as Commercial or Residential, refer to the permit number of the parent permit.

- BLDCNs and BLDCAs are Commercial.
- BLDRNs and BLDRAs are Residential.
- SDEV and WO Permits are always Commercial

The application will ask for the typical site location information and contact information. It will also ask for the Related Record information. This should be the parent permit number. If your revisions will be to the building structure, refer to your Building Permit (starting with BLD). If your revisions are onsite, but *outside* the building footprint then refer to the Site Development Permit (starting with SDEV). For revisions to plans for Right-of-Way improvements, refer to the Work Order Permit (starting with WO).

## Permit Information

### RELATED RECORD INFORMATION



\*Related Record:



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## SUBMITTAL REQUIREMENTS

Proposed revisions to Work Order and Site Development drawings must be shown on the approved plan set. Contact the Project Coordinator to request an unlocked copy of the approved plans.

Revisions to plans for all permit types should be made using standard drafting conventions including clouded revisions and a numbered revision block for each revised plan sheet. Indicate plan sheets with proposed revisions by adding an "A" to the sheet number. Subsequent FRCs would follow the same process but include a "B" in the revised sheet number(s).



*Note: This Tip Sheet does not substitute for codes and regulations.*

*The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.*

**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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## FEES

Processing of a field revision is charged hourly, with a minimum of one hour of additional plan review: [Permit Fee Estimator](#).

The fee is due when the field revision is issued.

## REVIEW PROCESS

The review process for a field revision depends largely on how many subject matter experts will need to review. A change in the truss system, for example, may only need to be re-reviewed by the building code reviewer. A change to the windows, could potentially trigger a re-review by Building, Land Use, and Historic. Changes to a building foundation (ie: making it bigger or moving an exterior wall) may require revisions to the related Site Development (SDEV) Permit.

**After the plans are approved and issued it is important to keep a copy of the approved field revision plan set on site with the copy of the approved plan set of the parent permit.** Final Inspection approval for the main permit will not occur until after all of the associated permits are also approved and inspected.

## RESOURCES

[Electronic File Standards](#)  
[Resource Library](#)



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