



Plan Revisions

Design Manual

Chapter 1

General Information

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Revised: 04-17-12

Deciding Whether a Plan Revision is Necessary

When it is necessary to modify a plan that has already been let, a designer can prepare a plan revision. Plan revisions are required for a variety of reasons, including the following:

- To correct a design error
- To incorporate a change that was too late to be incorporated through the letting process
- To account for changes in field conditions

Changes Not Requiring a Formal Plan Revision

Frequently, designers prepare plan sheets for other reasons, including the following:

- To be included in an addendum (See Section [1H-2](#).)
- To show options the District is reviewing
- To document changes made during construction
- To recalculate quantities based on staging changes

As the designer may not know whether these will be incorporated into the project and may not have adequate information to review the options (such as staging changes), the Resident Construction Engineer (RCE) will often determine whether these changes are made. The designer should work with the RCE to determine whether a formal plan revision will be prepared.

NOTE: Include the Office of Construction on any email correspondence relating to possible plan revisions.

When documents are prepared without a formal plan revision, the documents should be emailed directly to the person who made the request with a copy to the Assistant Construction Engineer in the Central Construction Office. The plans should **not** be labeled as revised and a revision sheet should **not** be included. The inspection staff must be able to clearly determine whether or not the documents followed the formal plan revision process. For sheets that are not part of a formal plan revision, the inspector is responsible for ensuring the applicable sheets are included in the as-built plans.

Preparing a Plan Revision

When a plan revision is required, it should be prepared and emailed to the RCE as soon as possible. If the revision requires significant design time, a memo should be sent from the Section Engineer to the District Engineer, Assistant Construction Engineer, and RCE stating a revision is planned. This memo should provide a short description of the proposed plan revision, including the reason for the revision. Use the [Plan Revision Memo](#) shell letter as a guideline.

- Prepare a revision sheet. See Section [1F-2c](#).
- Create a revision folder for revised plan sheets as outlined in Section [20B-44](#).
- Modify all files that require change due to the revision.
 - If necessary, additional sheets may be created. Sheets that are added to the plan should be inserted in appropriate order, within the set of revised sheets, and numbered as usual except with a lower-case alpha character extension. For example, if two sheets are being inserted between J.1 and J.2, they should be numbered J.1a and J.1b. If the new sheet is being added at the end of the series, it may be numbered as usual, without the alpha character extension.
 - All revised and added sheets should have “**Revised: MM/DD/YYYY**” printed as close to the lower right corner of the sheet border as possible.
 - Each of the revised sheets should be signed by the same engineer that signed the original sheet. If that person is not available, another engineer will have to take responsibility for the sheet. Preferably, this should be someone who was involved in the original design or has expertise in the affected area. This includes sheets prepared by other offices.
- Create a [Cover Memo](#) for distribution of plan revisions. Include the cover memo as page one of the multipage plan revision.
- Create a multipage pdf file of all the revised sheets. Copy the plan revision folder to W:\OperationsFinance\DocumentServices\Oce\Plan Revisions.

Federal-aid Projects Requiring Oversight

For all federal oversight projects, FHWA must approve the plan revision prior to distribution.

- Prepare a [Plan Revision Request Letter](#) for FHWA approval.
- Print a paper copy of the memo to be signed by the Design Engineer.
- Ask [Design Services Staff](#) to mail one paper copy of the revision with the [Plan Revision Request Letter](#) and [Cover Memo](#) to FHWA. In case of urgency, verbal approval may be received prior to written approval.

Sending Out Revised Sheets

Ask [Design Services Staff](#) to create a print order request for 2 sets of 22” x 34” prints to be mailed to the RCE.

Send an email to the following individuals with the [Cover Memo](#) and plans attached as a link.

- District Engineer
- Assistant District Engineer
- District Construction Engineer
- Resident Construction Engineer
- Construction Engineer, Central Construction Office
- Assistant Construction Engineer, Central Construction Office
- Assistant Design Engineer
- Design Projects Engineer
- FHWA (for federal-aid projects requiring oversight)
- Others as needed (such as Office of Materials, cities, counties, consultants, etc.)

Chronology of Changes to Design Manual Section:

001E-003 Plan Revisions

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| 4/17/2012 | Revised
Removed reference to 'Letting Plans' folder and linked to Section 20B-44 for revision folder naming instructions. Added link to Design Services Staff contact information. Added to request Design Services staff mail one paper copy of the revision with the cover memo requesting approval to FHWA for federal oversight projects. |
| 9/30/2011 | Revised
Changed Plan Revision Sheets link from 1F-4 to 1F-2c. |
| 1/19/2011 | Revised
Included requirements to include Office of Construction in early correspondence. |
| 1/29/2010 | Revised
Document current DOT practices |