ADMINISTRATIVE BULLETIN

NO. AB-031 : 

DATE : June 21, 1984 (Updated 01/01/14 for code references)

SUBJECT : Plan Review

TITLE : Identification of Revisions on Pages of Drawings

PURPOSE : Information on submittal documents, including revised drawings, shall be in conformity with the San Francisco Building Code and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed.

REFERENCE : 2013 San Francisco Building Code, Section 106A.3.3

DISCUSSION : Revisions to submittal documents pending review and approval by the Department should be clearly identified on the revised sheets to facilitate review, to reduce discrepancies in the review and to speed the review process. Revisions are to be identified by one of the following methods:

1. Revisions to portions of a page shall be marked by identifying the change with arrows or encircling the change with a “cloud” symbol. The title block should be marked with the date and number of the revision. Notation of the date may be placed near the change in addition to the title block.

2. If an entire page is changed, the title block should be so marked, noting the date and number of revisions. If a second or third revision is made on a page already containing a revision, the previous revision symbol or markings shall be removed, however, the title block should note the number and date of the revisions.

Originally signed by:

Robert C. Levy, Superintendent, BBI