



# City of Monterey Park

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## DEVIATION FROM APPROVED PLANS & PLAN REVISION

(Updated 07-01-2023)

Deviation from the plans is a most common factor that contributes to poor quality of construction. In many cases it contradicts to the design intent that has been approved by the Design Review Board as a condition of discretionary approval. In other cases it compromises structural integrity or violates the Energy Conservation Standards. Every deviation from the approved plans, therefore, is taken seriously by this jurisdiction, and needs to be addressed in accordance with an established plan revision procedure.

The City's plan revision procedure includes the following policies that are adhered to strictly:

1. Every deviation in the field must be documented in the revised plans.
2. Building Inspectors are not authorized to approve deviations in the field. The process to legitimize a construction deviation is to have the architect or engineer of record revise the plans, and have the revised plans reviewed and approved by the Plan Checker.
3. Inspectors will not be able to proceed with the inspection further until the revised plans are approved.
4. Plan revision must be done on the full size plans (i.e., same size as the approved plans), stamped and signed by the architect or engineer of record. No partial plans on a smaller size paper will be accepted. Making revisions on stamped & signed blueprints by other individuals is strictly prohibited.
5. Revised plans are processed the same fashion as a typical plan check. They may be submitted through the city portal:  
<https://aca-prod.accela.com/MONTEREYPARK/Default.aspx> under the record type **ALTERATION**. Please keep in mind and plan accordingly that there is no justification for the City to give higher priority to plan revisions than other plan check applications.
6. Plan check fee for a plan revision after the plans have been approved is on an hourly basis, with a half hour minimum charge.