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# Plan Revisions

Design Manual  
Chapter 1  
General Information  
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## 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:

- To correct a design error
- To incorporate a change that could 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

- 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 upon staging changes

Because 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 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.

When documents are prepared without a formal plan revision, the documents should be emailed directly to the person who made the request. 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 will be 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 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.

- Prepare a revision sheet. See Section [1F-4](#).
- Create a revision folder in the Lettings Plans folder of the project directory for revised plan sheets named CC-RRRN-PPP\_Revision YYYY MM DD
- 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 multipage pdf file of all the revised sheets.
- Create a [cover memo](#) for distribution of plan revisions. Include the cover memo as page one of the multipage plan revision.
- 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 letter](#) for FHWA approval.
- Print a paper copy of the memo to be signed by the Design Engineer.
- Submit one copy of the revision with the cover memo requesting approval to FHWA. In case of urgency, verbal approval may be received prior to written approval.

### **Sending Out Revised Sheets**

Ask Design Services to create a print order request for 2 sets of 22” x 34” prints. Mail these 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 Design Engineer
- Design Projects Engineer
- FHWA (for federal-aid projects requiring oversight)
- Others as needed (such as Office of Materials, cities, counties, consultants, etc.)