

B-PERMIT PLAN CHECK MANUAL

9. INTERIM CHANGE AUTHORIZATION (ICA) PROCEDURES

Almost every project B-Permit or other will have at least one ICA to correct or modify the approved plan to meet actual or changed conditions in the field. Many times the need for an ICA is directed by the Bureau of Contract Administration when there is a problem in the field. Sometimes the Private Engineer will initiate the request for a change. The responsibility for design of the change is up to the Private Engineer, but the Bureau of Engineering Plan Checker can make suggestions, if the Private Engineer is unable to design an adequate solution to the problem.

The Private Engineer who designs the original plan is responsible for making the following submittals to administrative process person of the issuing B-Permit office:

- a. Six (6) copies of a correctly filled out ICA Form that is signed and stamped by the Private Engineer.
- b. Six (6) copies of a drawing or sketch that accurately identifies the change requested. The preferable ICA drawing size is 8.5" x 11". However, any size up to full plan sheet is acceptable if it is needed to show the work to be changed and/or constructed.
- c. One set of calculations will be required if hydraulic parameters have been significantly modified.

After the ICA Forms and Drawings have been submitted, they will be logged in and given to the original B-Permit Plan Checker. The Plan Checker will review the ICA to see that the revised design still meets City standards and does not cause changes to other parts of the original approved design. Once the ICA has been approved, the checker logs out the ICA and puts the date on the Status Card. The Civil Engineer over the B-Permit Section will sign the ICA for the District Engineer.

The turn-a-round time for an ICA is relatively quick. They are given first priority and usually take a day or two to return to the Private Engineer. The ICA Forms and drawings are distributed as follows:

- a. Original to the District Office.
- b. Two (2) copies to the Private Engineer.
- c. Three (3) copies to the Bureau of Contract Administration.

Throughout the process the Bureau of Engineering Plan Checker is still the construction engineer for the project including the changes made by ICA.

All ICA's will eventually be incorporated into the original plans as explained under AS BUILT PLANS in Section 14.13 of this B-Permit Plan Check Manual. Remember, no bonds will be released or any unused money will be refunded until the as built plans are complete.