

University of Central Florida Building Department

Department: Building Department

Date: 11/26/2018

Purpose: Construction Document Revisions

Definitions:

Requests for Information (RFI) are for an owner, architect and contractor to request further information from each other during construction.

Architects Supplemental Instructions (ASI) are used by the architect to issue additional instructions or interpretations or to order minor changes in the work.

Revision A change to the approved construction Documents.

Procedure:

1. **Requests for information (RFI)** do not require review from the Building Department or its representatives unless the response or an **ASI** represents a revision/correction to the approved plans. If the response represents a revision/correction then that shall be submitted to the UCF Building Department as a **Revision** for plan review.
2. **Revisions** are to be submitted on the same media as the initial submission in the same size format along with a narrative. Changes to the approved document are to be clouded and marked with a triangle with the revision number of the applicable item on the revised sheet. Each sheet's revision block shall reflect changes made to that sheet only. The Project Manager must arrange for the revised sheet(s) to be inserted in the record set and the prior sheet stamped "Superseded". If this is not done within 10 business days of approval, an hourly fee of \$100.00 will be charged by The Building Department to provide the service.
3. **Revisions will not be accepted until reviews already in progress are completed. The only exception will be deferred submittal.**
4. **Revisions cannot be submitted as a Conformed set.**
5. Documents that do not meet submission requirements will not be accepted.