

Number: BD-006

Title: Retention of Construction Documents

Effective

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Revision

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Approved

By: Thomas Hogarth

Contact

Contact

Contact

Name: Thomas Hogarth **Number:** 561-383-2029 **E-mail:** thomas.hogarth@palmbeachschools.org

Purpose:

To establish a local system for retention of construction documents that complies with Florida Statutes.

Scope:

This applies to all construction documents processed by SDPBC Building Code Services.

Procedure:

1. Building Code Services receives construction documents from various sources to review for compliance with building codes.
2. During the course of plan review and prior to the approval of a building permit there may be many changes in construction documents. These changes take the form of revisions to the original drawings.
 - a. Each revised sheet will be marked with the Revision Number and Date of the Revision by the designer.
 - b. All document submittals for a project will be retained by Building Code Services until the construction documents meet the requirements for issuance of a building permit.
3. When permit requirements have been met the designers will be notified to assemble two complete sets of drawings from those approved by the plan review staff. Each set will consist of the latest revisions. The individual plan reviewers will stamp and sign each sheet and the Building Official will stamp and sign the cover page with the Building Permit number. One permit set will be sent to the construction site and the other will be retained by Building Code Services. Previous issues of sheets revised prior to the issuance of a permit may be destroyed at this time.
4. At this point the permitted set of drawings may be scanned to a computer image for storage and retention as per Florida Statutes or retained as a paper set and hung on a rack.
5. For various reasons the designers may need to submit additional changes to the permitted set of drawings. The revised drawings must be marked with the latest Revision Number and Date by the designers.
 - a. After review and approval of the revised drawings the plan reviewers will stamp and sign the new drawings.
 - b. The superseded drawings will be removed from the hanging sets and replaced with the latest revisions. The superseded drawings will be retained until the project As-Built drawings are received.

- c. If the permit set drawings have been scanned, the image index of the superseded drawings will be coded with an “R” and the designer’s revision number. The new drawings will then be scanned into the system.
- 6. See procedure BD-20 and BD-21 Electronic Plan Review for plans submitted electronically.