



Request for Information (RFIs) Policy

For revisions to construction documents that were previously approved by Washington County

Introduction & Purpose This guideline defines the process for submitting and approving interpretations, clarifications and changes to Building Services approved construction documents.

Required Approval

After Building Services permit issuance all interpretations, clarifications and changes to Building Services approved construction documents must be submitted to Building Services as a Request for Information (RFIs), and must receive a determination of no action required or approval before work covered by the RFI commences.

Terms & Definitions

1. **Request for Information (RFI)** – A design interpretation, clarification, or change to Building Services approved construction documents proposed by the architect, engineer or registered design professional in responsible charge (design professional) for the project. Once approved the RFI amends the construction documents.
2. **Change** – Any revision, deletion or substitution to original Building Services approved construction documents.

RFI Submittal Requirements

RFIs shall be submitted in duplicate and shall include:

1. Project Number and Permit Number,
2. Summary of proposed work,
3. Summary of applicable codes,
4. Drawings including highlighted revisions to previously submitted documents, engineering calculations, product “cut-sheets” and other information necessary to demonstrate code compliance,
5. Drawings stamped and signed by the design professional indicating that the submittal:
 - Complies with applicable codes,
 - Is coordinated with all work of associated trades.

Review and Approval Process

Upon submission of an RFI the Building Inspector, as the point person at the project site, will verify submittal completeness and determine:

1. Whether the RFI requires Building Services’ approval. If no action is required by Building Services the Building Inspector will communicate this to the design professional and record the determination in Permits Plus by RFI number.
2. If the Building Inspector can approve the RFI the Building Inspector will provide review comments and/or approved documents to the design professional and record the determination in Permits Plus by RFI number.
3. If the Building Inspector determines that RFI is to be reviewed by a Plans Examiner the design professional is to submit the RFI to the designated Plans Examiner.

Upon receipt of the RFI the Plans Examiner will:

1. Enter the RFI number and record as ‘NS’ in Permits Plus.
2. Within 5 days provide review comments and/or approved documents to the design professional and record as ‘AP’ in Permits Plus.