



**POLICY INTENT NOTICE**

**PIN: 83**

**SUBJECT**

Documentation of Changes Within Approved Construction Documents (ACDs) and Non-Material Alterations (NMAs)

**Effective: 06/12/2026**



**PURPOSE**

This Policy Intent Notice (PIN) describes the way in which changes to approved construction documents must be identified when submitting an Amended Construction Document (ACD) and/or changes that Non-Materially Alter (NMA) the approved construction documents.

**BACKGROUND**

It is very important that changes made to construction documents after OSHPD’s initial approval be clearly identified for the purposes of plan review and approval of the changes, to ensure that the IOR is inspecting to only approved plans and specifications, and that the contractor is building only construction that has been authorized by OSHPD.

**POLICY**

**A. Changes in Design versus Changes in Construction**

OSHPD does not require plan review annotations such as revision clouds made and identified in response to plan review comments (and possibly tracked through several backchecks) to remain on the construction documents after review. On smaller projects, OSHPD strongly recommends clearing clouds, deltas, and plan review comments that identify backcheck corrections after final project approval and before the start of construction.

In larger projects where an open plan review backcheck comment may overlap with a construction change, the DPOR must provide clear representation or tracking between the construction change number and the plan review backcheck number. This will help ensure that the proper documents depicting the change are routed to the plan reviewer.

**B. Documentation of Changes to Approved Construction Documents (ACDs) and Non-Material Alterations (NMAs)**

Clouding combined with deltas are to be used to show changes made to construction documents that have previously been approved. ACDs will follow OSHPD’s standard design review process to obtain approval. NMAs made to the approved construction documents shall submitted independently for concurrence, and annotated on the site set with a cloud and delta as applicable after field staff concurrence. Only changes that materially alter the work must be submitted to OSHPD as an ACD for review and approval. The NMA and field staff concurrence processes can be found in [CAN 1-7-153\(b\) Non-Material Alterations \(NMA\)](#).

Each construction change must have its unique delta number and set of clouds reflecting the “change” in the construction documents.

**Clouds.**

Encircle each change or group of changes with a cloud. The clouds are required to focus attention on the revised areas on the sheet(s). If the change(s) to a detail become extensive and require a complete review to make a satisfactory analysis, the whole detail will be encircled and only one cloud drawn. Only what is in the cloud(s) will be reviewed and considered approved. Clouds shall remain visible for the duration of the ACD review and remain on for approval designating what has changed from the approved documents. If subsequent back checks are needed, clouds will surround all changes being made and shall be adjusted as needed to reflect additional changes submitted during a back check.

If a new sheet is added to the set as part of the ACD, clouding the sheet number is sufficient to record this change as the whole sheet will be reviewed.

**Deltas.**

Place a delta symbol ( $\Delta$ ) adjacent to each clouded revision. Provide a delta with an identifying number which represents the number of the revision or ACD. Begin sequential identification with one (1) or (A). The revision number or letter assigned to the delta typically has no relationship to the amendment, change order, or PAD number. Do not use sub-numbers in deltas (e.g. 1.1, 1a, etc.). Where revisions are general, or are grouped in a cloud, use only a single delta.

**Recording Revisions.**

All drawing revisions will be recorded in the Revision Area of the title block. The Revision Area will be posted as follows:

**Symbol Column.**

Place a delta with the appropriate revision number for the applicable revision(s) on the sheet in the first column. Prior revision history will be included on the sheet, however, the clouds on the drawings for previously approved changes should be deleted from the sheet(s) when a new ACD is submitted.

**Description Column.**

Place the applicable post approval document (PAD) number and/or description of change. In cases where clouds and deltas and change numbers do not always align, the description should connect the two. For example, “ $\Delta$  5 = ACD 7” is acceptable.

**Date Column.**

Place the date the revision(s) are made for the applicable ACD.

ACDs shall be numbered sequentially. ACD(s) numbered before or after an ACD that is currently in review that is/are not approved by OSHPD cannot have any of the changes of the unapproved ACD(s) shown unless clearly indicated that they are not approved. In other words, each ACD must stand alone. Identifying changes that are not approved may be accomplished by greying out, Xing

out, or cross-hatching the unapproved changes accompanied by an explanatory note so that it is clear to the reviewer, to the IOR, and to the contractor what changes are being reviewed, approved, inspected to, and/or constructed. The contractor and IOR will use the previous approved sheet(s) for that portion or area of the work that is not part of the changes being reviewed and/or approved in the ACD in question. Alternatively, all unapproved revisions may be deleted from the sheet(s) so that only what has been approved and what is currently in review as an ACD is shown. For example, the graying, Xing, hatching, explanatory note, etc. and the ACD cloud(s) could all be in the same layer and turned off in subsequent ACDs that are made to the same sheet(s).

Any revisions made to the ACD construction documents during plan review must be included in a “response-to-comments” summary. OSHPD’s approval stamp on the construction documents only applies to the current clouded delta. The IOR is to inspect only to OSHPD approved construction documents. Construction based on documents that have not been reviewed and approved by OSHPD may result in additional costs and time to put work back to its approved condition. Therefore, it is imperative that all entities involved with the project are working from only construction documents that have been approved.

Each sheet is to be initialed by the Design Professional of Record and stamped and signed by the Appropriate Architect or Engineer of Record responsible for the revisions made to the sheet.

<u>Original signed</u>	<u>06/12/2026</u>
Chris Tokas, Deputy Director	Date