



SUBJECT

Amended Construction Documents
 (Changes that do not materially alter the work)

CAN: 1-7-153
Effective: 3/03/2022
Revised: 3/30/2022



CODE SECTIONS

Sections 7-111 and 7-153
 2019 California Administrative Code

7-111. Definitions.

MATERIALLY ALTER as applied to construction projects or approved construction documents means any change, alteration or modification, as determined by the Office, that alters the scope of a project, could cause the project to be in noncompliance with the *California Building Standards Code*, or causes an unreasonable risk to the health and safety of patients, staff or the public.

7-153. Changes to the approved work.

(a) **Changes in the work.** Work shall be executed in substantial conformance with the construction documents approved by the Office. Changes in the work shall be made by amended construction documents approved by the Office. Changes in the work include, but are not limited to, the following: Correction of errors in design and/or construction to bring the construction documents and/or construction into compliance with applicable codes; change(s) in the scope of the work; and additional work required because of discovered conditions. Only changes that materially alter the work shall be submitted to the Office for review and approval as amended construction documents.

(b) **Changes that do not materially alter the work.** The following types of changes in the work do not materially alter the work and do not require the submission of amended construction documents to the Office:

1. Clarification and interpretation of plans and specifications by the responsible design professional.

Note: If calculations by the structural engineer in responsible charge, or by the delegated structural engineer, are necessary to determine structural or nonstructural adequacy, an amended construction document submittal must be made to the Office for review.

2. Construction means and methods, such as construction sequencing, coordination of the work, and methods of assembly/construction. Construction means and

methods do not include work that would require Alternate Method of Compliance or an Alternate Means of Protection.

Note: Temporary construction, such as temporary exiting, temporary air handlers, temporary bulk oxygen tanks, or temporary shoring supporting an occupied building under Office jurisdiction are not considered means and methods and thus would require a separate permit or the submittal of an amended construction document to the Office for review.

3. Substitution of equipment, products, or materials. The equipment, product or material substituted must be code compliant; perform the same function as the equipment, product, or material that it is replacing; must not increase the mechanical or electrical loads to the building systems; must not increase loads to lateral or gravity load-bearing structural frame members; and must meet the design requirements for the project.

Note: Changing from one kind of equipment, product or material to another, such as changing from drilled-in concrete anchors to concrete screw anchors or changing the top-of-wall fire-resistive material/design are not considered substitutions and require the submittal of an amended construction document to the Office for review. If calculations by a structural engineer are necessary to determine structural or nonstructural adequacy, an amended construction document must be submitted to the Office for review.

4. New details that are based on other approved details, in whole or in part, including referenced standards or preapproved details. Reference to the approved details must be shown.
5. Final routing configurations of ducts, conduits, pipes, etc., where these are shown diagrammatically on the approved plans.

Note: Submittal of an amended construction document will be required when additional fire/smoke dampers, non pre-approved seismic fittings, or specially engineered braces or hangers are necessary to accommodate the final configuration or routing.

6. Dimensional changes to rooms that do not affect code required minimum dimensions, fixed dimensions, minimum room or space requirements and required clearances.

Note: Applicable code sections and minimum dimension and space requirements must be shown on plans for confirmation by Office field staff.

7. Relocation of doors, windows, electrical switches and outlets, plumbing fixtures, etc., that do not require additional changes to the work to make the relocation code compliant.

8. Relocation or reconfiguration of cabinetry that does not affect code required minimum dimensions and clearances, minimum room or space requirements, or minimum storage requirements. Such cabinetry reconfiguration shall not increase loads to supporting members, such as wall studs and ceiling framing.

Note: Applicable code sections and minimum dimensions and space requirements must be shown on plans for confirmation by Office field staff.

If the architect or engineer in responsible charge of a project determines that changes to the approved construction documents are necessary that do not materially alter the work, all such changes shall be stamped and signed by the appropriate design professional(s) pursuant to Section 7-115. All changes in the work are subject to concurrence of the Office field staff as to whether or not the change materially alters the work.

(e) **Documentation of changes.** The architect or engineer in responsible charge shall maintain a log of all changes to the work of construction. The log shall indicate whether the Office has made a determination as to whether each change materially alters the work, the date such determination was made, and the name of the Office staff who made the determination. The log shall be maintained on the project site as part of the inspector's field records.

PURPOSE

The purpose of this Code Application Notice is to provide clarification to what is considered materially altered and non-materially altered and to define the types of changes to the approved construction documents that do not materially alter the work during construction and therefore are not subject to HCAI review.

BACKGROUND

The 2019 California Administrative Code (CAC) and the 2019 California Building Code (CBC) state that all construction work must be executed in conformance with the construction documents approved by the Office. The CAC requires changes that materially alter the work must be made by amended construction documents approved by HCAI. Materially alter is defined in the CAC as any change, alteration, or modification, as determined by the Office, which does any of the following:

- Alters the scope of a project.
- Could cause the project to be in noncompliance with the California Building Standards Code (CBSC).
- Could cause an unreasonable risk to the health and safety of patients, staff, or the public.

The CAC requires any changes made during construction that are not in compliance with the approved construction documents be submitted to HCAI for approval as an amended set of construction documents prior to the installation of the work. HCAI has determined that items that do not affect code requirements may be considered non-material and do not require an Amended Construction Document (ACD) to be submitted. This CAN will help clarify that distinction and provide direction on both material and non-material changes.

HCAI has adopted both the CAC regulations and the CBC code requirements regarding changes to approved construction documents. The following interpretation shall apply to changes resulting in amended construction documents.

INTERPRETATION

Amended construction documents are contractual documents between owners, designers, and builders. Therefore, HCAI will only review changes made during construction that materially alter the work (see *Appendix A* for guidelines). Changes of this nature shall be submitted for approval as an amended set of construction documents (ACD). The submittal shall consist of an *Application for Amended Construction Documents Plan Review*, plans and specifications of the amended construction document(s) and a non-refundable application fee per CAC 7-133(q).

Signing by the architect or engineer: Stamping and/or signing the NMA by the architect or engineer is representing that they are accepting responsibility that the NMA will not cause the project to be in noncompliance with the California Building Standards Code (CBSC) or cause an unreasonable risk to the health and safety of patients, staff, or the public.

All changes in the work are subject to the concurrence of HCAI field staff as to whether or not the change materially alters the work. The architect or engineer in responsible charge shall maintain a Change Log (see Appendix C) in which all changes in the work are clearly recorded and identified as either materially altering the work or not materially altering the work.

This concurrence shall be determined by a review of the Change Log (Appendix C) and the required Change Form (Appendix B) submitted with each NMA document. The Change Log shall be maintained by the DPOR and have adequate descriptions in the change log to communicate a clear idea of what the change is. The Change Form shall have the same information with additional detail with references to narratives and/or drawings or sketches that offer enough definition to the HCAI field staff that their concurrence may be obtained. Otherwise, the change becomes a material alteration that requires an ACD. HCAI does not 'Plan Review' NMA documents and concurrence is determined by the field staff based on the information provided by the DPOR. This concurrence will only be noted on the NMA Form.

When submitting documents for Non-Material Alteration (NMA) Concurrence from the Office, include the following on a required Change Form:

- Project NMA identification number.
- Stamp and signature from architect or engineer in responsible charge of the project, (CAC Section 7-153(b) and CAC Section 7-115).
- Adequate description of the proposed change.
- Adequate reference to all affected portions of construction, i.e., additional structural support, updated air balance/electrical calculations, etc.
- Reference to the specific section of CAC Section 7-153(b) that you believe qualifies the revision as an NMA. **Note:** *The Change Form shall have no more than one change and shall identify what section of the CAC Section 7-153(b) it meets.*
- Concurrence from the appropriate design professional that changes to the approved construction documents are necessary but do not materially alter the work.

The Concurrence will generally be no more than a five-minute observation for each NMA. Each NMA observation shall be a binary decision by HCAI field staff that does not involve iterations of back-and-forth interaction between the field staff and the DPOR. If it is debated, it is an ACD. *Reference to at least one of the eight items above is required.*

NMAs may be submitted in many formats including, but not limited to, ASIs, SIs, CCDs, etc. It is acceptable to include these numbers for project specific tracking, but an NMA number must also be assigned and annotated on the log.

NOTE: Any work performed based on a Non-Materially Altered direction that is found to be “Material” will be subject to review and possible destructive investigation.

During the HCAI field staff Concurrence of NMA documents, if the HCAI representative determines that the DPOR has repeatedly not followed the directions in this CAN, the CO shall issue notification to the RCO detailing the Non-Concurrence of NMAs.

Appendix A contains examples of changes that materially alter the work and do not materially alter the work.

Appendix B is an example of what is required on a Change Form. A form is required.

Appendix C is an example of what is required on a Change Log. A log is required.

<u>Original signed</u>	<u>3/30/2022</u>
Chris Tokas	Date

APPENDIX A

The examples in this Appendix are provided for general guidance and are subject to the requirements of CAN 1-7-153 Amended Construction Documents. Non-Material Alterations **do not** require HCAI plan review but are subject to the concurrence of HCAI field staff. Material Alterations **do** require an ACD to be submitted to HCAI for plan review and approval prior to the installation of the work.

CIVIL**Non-Material Alterations**

- Modifications to inverts that do not reduce slope of drain to below minimum requirements or cause proximity conflicts.
- Addition of site drains that do not cause overloading of existing piping.
- Addition of curbs, sidewalks or planters that have no effect on accessibility, fire department access, means of egress or other building requirements.
- Addition of fences not more than 6 feet in height, measured on both sides and not connected to a health facility. Compliance Officer confirmation required to ensure exiting is not affected.
- Retaining walls not more than 4 feet high measured from the footing bottom to the top of wall. See FREER Manual for site work.
- Clarifications that resolve missing or conflicting information on the original approved plans, without changing the design intent or causing a code violation.
- Site work that may affect utility shut off or access compliance to the public way is recommended to be observed by the HCAI Compliance Officer.

Material Alterations

- Modifications to site grading, curbs or parking surfaces/stripping changes adversely affecting site accessibility, fire department access or means of egress to the public way.
- Modifications to the underground fire mains.
- Modifications that create clearance issues to existing utilities, such as water, sewer, electrical, etc.
- Modification to trenching in the immediate vicinity of structural footings.
- New details that require a review for code compliance even when based in whole or part of existing details shall be submitted as an ACD.

ARCHITECTURAL**Non-Material Alterations**

- Lowering ceiling heights to 8' minimum (7' for soffit) with no effect to other systems such as fire sprinkler or fire alarm devices.
- Dimensional changes to rooms, other than Incidental Use Areas, that do not affect code required minimum dimensions, fixed dimensions, minimum room or space requirements and required clearances. NOTE: Applicable code sections and minimum dimension and space requirements must be shown on plans for confirmation by HCAI field staff.
- Project phasing changes shall be observed by the HCAI Compliance Officer and be subject to the 5-minute time limitation. NOTE: Compliance Officer may consult with office reviewers for phasing and air balance reports as needed.
- Relocating registers, grills, electrical outlets or lighting that does not affect illumination level under emergency power. Relocated items must be shown on original approved reflected ceiling plan.
- Moving doors, sinks or casework without affecting structure, accessibility or fire ratings. Doors, sinks or casework must be shown on original approved drawings.
- Insect screens replacement/repair. See CBC Section 1224.4.9.4 and FREER Manual.
- Interior signage and labels, surface applied and less than 20 pounds. See Freer Manual.
- Substitutions of equipment, products, or materials. The equipment, product, or material must be code approved/acceptable; perform the same function as the equipment, product, or material that it is replacing; must not increase the mechanical or electrical loads to the building systems; must not increase loads to lateral and gravity load-bearing structural frame members; and must meet the design requirements for the project and be shown on original approved plans.
- New details that are based on other approved details, in whole or in part, including referenced standards or preapproved details. Reference to the approved details must be shown. New details must be for the same type of detail such as for window infill at different locations. Details must not need to be reviewed for code compliance.
- Additions or revisions to the Testing, Inspection and Observation Program (TIO), without altering the intent of the original approved plans, specifications or code required tests.
- Clarifications of finish materials that do not conflict with the applicable CBC requirements. See PIN 16.
- Gypsum wall and ceiling patches due to damage under 4x8 single sheet size. NOTE: IOR inspection required to confirm placement and materials. See FREER Manual, HCAI FLSO Site visit required.
- Carpet replacement. See FREER Manual.
- Door hardware clarifications, not affecting accessibility requirements or ratings of fire assemblies or adversely affecting or altering ingress and egress as required by code.

- Revisions to casework that do not result in added scope and are using original plan approved anchorage details.
- Clarifications that resolve missing or conflicting information on the original approved plans, without altering the design intent, adversely affecting or altering the means of egress, or causing a code violation.
- Replacing an item that must be removed to accommodate other construction. An example of this is partially removing a ceiling to install items above it. It may be reinstalled as it was prior to removal. This would apply to other items such as casework, wall mounted equipment, etc. See Remodel CAN 2-102.6.
- Items on the Outstanding Items List (OIL) may be closed as NMA if they are in compliance with the comment putting them on the list.
- Asbestos removal. See FREER Manual.
- Small roofing patches under 300 square feet. See: FREER Manual.
- Maintenance: General routinely recurring work required to keep a facility in condition to maintain its originally designed functions. See Remodel CAN 2-102.6 and FREER Manual. Consulting with HCAI Compliance Officer is recommended.
- Equipment not being available during construction can be exempted and deferred to after Substantial Compliance but shall be installed prior to Construction Final or be removed from the project thru ACD.

Material Alterations

- Adding access controls to doors.
- Modifications to Section 1224 or 1225 of the CBC required minimum clearances affecting functionality of space.
- Elimination of code required spaces.
- Clarification of room dimensions or ceiling heights that increases the room volume will require compliant air flow rates.
- Temporary construction, such as temporary exiting, temporary air handlers, temporary bulk oxygen tanks, or temporary shoring supporting an occupied building under HCAI jurisdiction are not considered means and methods and thus would require a separate permit or the submittal of an amended construction document to HCAI for review. See CAN 2-102.6 and CAN 2-108.
- Changing from one kind of equipment, product, or material to another, such as changing from drilled-in concrete anchors to concrete screw anchors or changing the top-of-wall fire-resistive material/design are not considered substitutions and require the submittal of an amended construction document to HCAI for review. If calculations by a structural engineer are necessary to determine structural or nonstructural adequacy, an amended construction document must be submitted to HCAI for review.
- Submittal of amended construction documents will be required when additional fire/smoke dampers, non pre-approved seismic fittings, or specially engineered braces or hangers are necessary to accommodate the final configuration or routing.

- Changes in routing of services/systems or utilities that may violate CBC Section 1224.4.
- Any change that violates the requirement in CAC Section 7-125.
- Any modifications, upgrades not addressed in the original approved plans or adversely affecting accessibility requirements in CBC Chapter 11B. See CAN 2-11B.
- Projects involving a “Change of Occupancy or “Change of Function” Or Alternate Method of Compliance (AMC). See Remodel CAN 2-102.6.
- Relocating or replacing an existing wall or partition.
- Auto Guided Vehicle Systems (AGVS). NOTE: HCAI review and permitting required. See PIN 69.
- Handrail replacement. See FREER Manual, HCAI permit required.
- Reroofing criteria. See FREER Manual.
- Patching of firewall. See FREER Manual.
- Exterior exit signage, new exit signs (illuminated) and emergency lighting. See FREER Manual.
- Mobile and modular units. See PIN 34.
- Food establishment facility (See CURFL act). Local health agency review required prior to HCAI review of plans and permitting. See PIN 40.
- Weather protection procedures for protection of gypsum boards shall be per CAN 2.2508.2.1. Requirements and may possibly require an AMC. Submit to HCAI for review.

FIRE AND LIFE SAFETY**Non-Material Alterations**

- Minor sprinkler head relocations (maximum 10 relocations per project), additional sprinkler heads (maximum 10 per project) or minor re-routing of piping that does not affect hydraulic calculations and demand requirements. All changes must comply with NFPA 13. See FREER Manual.
- Installation/relocation of new fire alarm device-up to 5 devices. HCAI FLSO review required. See FREER Manual.
- Relocating rated doors within walls that require opening protection. New location must be within the original wall design and must comply with travel distances and separation requirements of doors. See FREER Manual.
- Substitutions of approved listed assemblies for providing a rated separation on 1-hour or 2-hour rated partition types used for temporary construction barriers (must comply with CAN 9-1401).
- Substitutions of listed fire protection products, originally listed on approved plans, shop drawings or deferred approval.
- Clarifications that resolve missing or conflicting information on the original approved plans, without altering the design intent or causing a code violation.
- Head of wall details changing to another approved head of wall detail.
- New head of wall detail based on another approved listed head of wall assembly. Replacement of a single fire rated door only and/or hardware only. Frame not included connections to fire alarm, and/or power not included. See FREER Manual.

Material Alterations

- Deletions and/or additions of fire/smoke dampers, fire dampers or smoke dampers.
- Reclassifications of types or fire ratings of walls or assemblies. Reclassification of walls or assemblies that require opening protection.
- Modifications to any fire resistive rated assembly, fire resistant joint system or penetration assembly, or fire rated component.
- Additions to sprinkler systems that changes the hydraulic calculations.
- Substitution of equivalent listed fire-resistant rated protection products that alter support or bracing or performance characteristics or requirements.
- Exceeding minimum or maximum storage requirements.
- Engineering Judgement (EJ). See CAN 2-703.3.
- Low voltage cabling penetrations through fire resistive construction requires approved fire penetration protection and HCAI review and permitting. See FREER Manual.
- Replacement of fire rated doors and frames, including hardware and glazing, and including connections to fire alarm, and/or power - HCAI Review and Permit required. See FREER Manual.
- New details that require a review for code compliance even when based in whole or part of existing details shall be submitted as an ACD.

STRUCTURAL**Non-Material Alterations**

- Dimensional clarifications omitted on original approved plans that do not alter original location, structural calculations, load path or seismic requirements.
- Detail clarifications for information to equipment, casework, etc. shown on original approved plans and not requiring changes to the structural calculations.
- Modifications to slab edge distances that do not exceed those shown on the structural engineer's cantilever condition approval.
- Substituting equipment manufacturers, brands or models that does not alter the original equipment weights, size, footprint, dimensions, locations, anchorage, or seismic certifications.
- Clarifications that resolve missing or conflicting information on the original approved plans, without altering the design intent or causing a code violation.
- Interim, mobile, moveable, portable, temporary equipment, storage shelving. See PIN 68 and CAN 2-108.
- Relocating or deleting equipment such as televisions, coffee makers, copiers, and cubicle wall panels. See FREER Manual.

Material Alterations

- Additions, deletions and/or substitutions of structural members.
- Span increases for gravity members and/or any span changes for lateral force resisting elements.
- Altering of structural connections.
- Modifications to the seismic force (load) resisting system, the primary gravity load carrying members, and their load paths.
- Reduction of stud sizes or gauge, changes to headers or their connections.
- Modifications to original pre-approvals, proprietary or manufactured items, After plan approval. See PIN 51 (OPD).
- Layout drawings of support attachments and bracing systems. See PIN 62 (OPM).
- Projects involving the installation of fixed equipment weighing more than 400 pounds supported on the roof or floor or weighing more than 20 pounds hung from the wall or roof/floor/ceiling. See Remodel CAN 2-102.6. Exceptions for existing equipment replacements.
- If calculations by the structural engineer in responsible charge or by the delegated structural engineer are necessary to determine structural or nonstructural adequacy, an amended construction document submittal must be made to HCAI for review.
- New details that require a review for code compliance even when based in whole or part of existing details shall be submitted as an ACD.

MECHANICAL**Non-Material Alterations**

- Dimensional clarifications.
- Relocating registers, grilles, or diffusers within the same originally approved room, provided that the code does not contain specific air device location requirements (for example Airborne Infection Isolation Rooms, Operating Rooms, etc.).
- Changes to duct sizes or shapes (square, round or oval) without changing aggregate size of duct, airflow, tap locations, air balance requirements or affecting other material locations, of fire or smoke damper installation requirements.
- Minor rerouting of piping or ducts that does not affect other construction requirements such as fire or smoke dampers.
- Clarifications that resolve missing or conflicting information on the original approved plans, without changing the design intent or causing a code violation.
- Minor changes to air flow values where the minimum code required airflows are provided. (DPOR must confirm room loads are met). If the time to review the air balance exceeds 5 minutes, alternate arrangements for review will need to be scheduled. NOTE: Compliance Officer may consult with office reviewers for phasing and air balance reports as needed.
- Addition of manual volume dampers needed for balancing of ductwork.
- Plumbing fixture maintenance for repairs to fixtures for clearing of stoppages or leaks. See FREER Manual.
- Relocation of plumbing fixtures above building slab on grade where the hot water branch does not exceed 25' total length and does not affect code compliance.
- Replacement/Repair of laundry equipment and dishwashing equipment components: See FREER Manual.
- Minor revisions of med gas outlet locations shown on projects approved plans.
- For replacement of single component of equipment such as burned-out motors/compressors with other of the same horsepower/voltage, etc. See FREER Manual.
- Diagnostic equipment - Replacement of a single component on previously approved equipment. Replacement must not change mechanical or plumbing or increase electrical loads or modify any previously approved structural anchoring. See FREER Manual.
- Kitchen Cooking Appliances and Equipment such as toasters, kettles, mixers, meat slicers, coffee makers. See FREER Manual.
- Minor utility connections between Health facility and meter for water, gas, electrical. See FREER Manual.

Material Alterations

- Altering room air balance to a non-compliant condition.
- Relocating diffusers or registers in a room that requires specific air device location requirements (for example Airborne Infection Isolation Rooms, Operating Rooms, etc.).
- Revision of air flow values that changes the air pressure relationship of the space.
- Addition or Replacement of large capacity fan. See CAN 2-102.6.
- Demolition and removal of plumbing fixtures with a hot water line.
- Additions /Alterations/ Relocation of med gas zone valves, medical gas, or medical vacuum systems.
- Permanent addition or Replacement of an Emergency Generator. For SNF see How to Guides #6-7-8 and CAN 2-108.
- Temporary structures and equipment. See CAN 2-108 and CAN 2-102.6 HCAI review and permitting required.
- Diagnostic equipment replacement - Complete replacement of a piece of equipment requires submittal of plans to HCAI for permitting.
- Complete replacement of defective traps, drainpipe, soiled waste or vent pipe damages below slab on grade discovered during maintenance work shall be considered new work and as such will require HCAI review and permitting. See FREER Manual.
- Addition or Alteration of Fuel Storage Tanks.
- Laundry Equipment Replacement: Under 400 pounds and over 400 pounds. See FREER Manual.
- Domestic Hot Water Heaters - HCAI Review and Permit required. See FREER Manual. For SNF see How to Guide #2.
- Major utility connections to water, gas, electric and sewer. See FREER Manual. NOTE: Evidence of approval from local authority having jurisdiction required. See CAN 2-0.
- New details that require a review for code compliance even when based in whole or part of existing details shall be submitted as an ACD.

ELECTRICAL**Non-Material Alterations**

- Clarifications on single line drawings, without altering the original approved drawings.
- Added notes or details that do not change the ratings of the electrical equipment on the approved drawings.
- Clarifications to resolve missing or conflicting information on the original approved electrical plans without changing the design intent.
- Clarification of means-and-methods where drawings and/or specifications have conflicting requirements.
- Added procedures that do not result in a code violation. Relocating general purpose receptacles, without causing non-conformance with the California Electrical Code (CEC).
- Deleting non-code required general purpose receptacles.
- Relocating general-use switches, without causing non-conformance with the CEC and/or California Energy Code Section 130.1.
- Deleting non-code required general-use switches.
- Relocating or deleting normal powered light fixtures except where required by CEC 700.17.
- Add, delete, or relocate technology outlets (computer and telephone jacks, television, security, CCTV, etc.). See FREER Manual.
- Relocating the location of new panelboard or switchgear within the same room as long as working and dedicated space per CEC 110 and other clearances are maintained.
- Increase conduit size.
- Increase conductor sizes as long as conduit fill is not exceeded (CEC 300.17).
- Adding, relocating, increasing the size of pull, junction, or splice boxes.
- Changes in circuit numbers of branch circuits in same panelboard as long as they are connected to the same phases and no load is added. Panel directory and outlet circuit identification when required must be updated.
- Installing circuit breakers and/or fuses with the ampere interrupting capacity (AIC) exceeding the AIC shown in the approved construction documents and equal to or larger than the equipment short-circuit current rating (SCCR).
- Clarifications to resolve missing or conflicting information on the original approved plans, without changing the design intent or causing a code violation.

Material Alterations

- Adding information to drawings or specifications resulting in non-compliance with CEC Article 517.
- Modifications to original pre-approvals, proprietary, listed, labeled or manufactured items.
- Addition of new electrical panel or relocating electrical circuits to different electrical panels.

- Installing new electrical panelboards, switchboards, switchgear, motor control centers, transfer switches and disconnect switches with short-circuit current rating (SCCR) lower than the SCCR shown in the approved construction documents.
- Installing new Over Current Protection Device (OPCD).
- Decrease conduit sizes.
- Decrease conductor sizes.
- Change electrical ratings of electrical equipment.
- Changes in manufacturers and/or part numbers of circuit breakers for emergency systems, essential electrical systems and/or elevator systems shown in approved electrical coordination study. When changes occur, an updated electrical coordination system must be submitted to the Office by ACD. See PIN 70.
- Paging systems connected to emergency electrical systems requires HCAI review and permitting. See FREER Manual.
- Wall mounted Medical Records Systems (EMR Computers) require HCAI review and permitting. See FREER Manual.
- Temporary wireless nurse call systems. See PIN 60. HCAI review and permitting required.
- Lighting system retrofit. See PIN 13. HCAI review and permitting required.
- Electrical Receptacles - New additions. See FREER Manual.
- Electrical Coordination studies.
- New details that require a review for code compliance even when based in whole or part of existing details shall be submitted as an ACD.

**APPENDIX B
Non-Material Altered (NMA) Change Form**

NMA #		Facility ID #	Issue Date:	
Client Document Name:		Facility Name and Address:	HCAI Project Name and Number:	
			HCAI Concurrence/Date:	
Issued by:	<input type="checkbox"/> Contractor RFI	DPOR Stamp:		
	<input type="checkbox"/> Field Condition			
	<input type="checkbox"/> Owner Request			
	<input type="checkbox"/> DPOR Revision			
Subject of NMA:				
Description of NMA:				
List of Attached Drawing/Sketches:				
Check the type of Non-Materially Altered Change this NMA represents – Reference CAC 7-153(b):				
	1. Clarification/interpretation of plans and specifications without structural calculations.			
	2. Construction means and methods.			
	3. Substitutions of equipment, products, or materials without increasing loads to MPE systems, or increasing lateral or gravity loads.			
	4. New details based on other approved details in whole or part, including referenced standards.			
	5. Final routing configurations of ducts, conduits, pipes, etc., where shown diagrammatically on the approved plans.			
	6. Dimensional changes to rooms that do not affect code required minimums or space requirements.			
	7. Relocation of doors, windows, switches, outlets, plumbing fixtures, etc., without code implications.			
	8. Cabinetry relocation/reconfiguration without code implications.			
Signature of Submitter:			Date:	

