I. Change Orders and Bulletins

1. Provide name and address of the facility as it appears on the facility license and approved permit.
2. Indicate whether the PAD is a Change Order, Bulletin, or Addenda and provide a sequential number.
3. Provide a complete description and scope of the change.
4. Describe the reason for the change. Do not refer to OSHPD personnel or RFI's as the reason for a change.
5. Provide a complete list of enclosures. Do not state "refer to attached or enclosed" documents.
6. Enclosures must include documents describing the proposed changes.
7. If the PAD is a Change Order, provide the dollar amount of the change and the signature of the owner.
8. The Designer of Record shall sign the PAD in the appropriate signature block.

II. Deferred Approvals

1. Provide name and address of the facility as it appears on the facility license and the approved permit.
2. Indicate that the PAD is a Deferred Approval, what type, and provide a sequential number.
3. Provide a complete description and scope of the deferred approval.
4. Provide a complete list of enclosures. Do not state "refer to attached or enclosed" documents.
5. The Designer of Record shall sign the PAD in the appropriate signature block.
6. The enclosures must include documents which clearly describe the proposed change.

III. Drawings

1. Clearly identify any changes to the original contract documents.
2. All non-relevant notes, clouding, and details should be removed from the submittal drawings.
3. Clearly identify all rooms within the scope of work as well as areas adjacent to the scope of work.
4. Identify the location of all fire rated walls and smoke barriers within and adjacent to the scope of work.
5. Verify all sheets identified on the PAD list of enclosures are included in the submittal.
7. Identify all listed assemblies and indicate currently approved design numbers.
8. Clearly indicate equipment weights.
9. Identify ceiling systems: manufacturer, model numbers, listings, and details of installation.
10. Verify legend symbols utilized on the PAD are the same as those used on the approved reference drawings.
11. Provide reference drawings relevant to the change. Identify drawings "FOR REFERENCE ONLY".
12. Work involving existing electrical panels must include load verification per PIN 3-220.
13. When required, provide anchorage details and calculations.
14. Indicate the OSHPD project number and whether it is an IB, CO or DA on all drawings.
15. Provide TI&O form if the change requires a special test inspection or observation not previously approved.
16. Provide fire rated corridor design details when any change effects a fire rated corridor system.
17. A/E must stamp and sign each drawing prepared under their direction & Designer of Record must sign all drawings.
NOTE:
The purpose of this list is to reduce oversights and to achieve minimum levels of uniformity and completeness. The use of this reminder list does not constitute a complete plan review. Compliance with all items on this list does not necessarily assure compliance with all provisions of the applicable codes and standards. This reminder list should be used only by persons with a comprehensive knowledge of the applicable codes and standards.

OSHPD Reference Material Available on the Internet
http://www.oshpd.ca.gov/FDD/Plan_Review/PlnAppComments.html#standard

http://www.oshpd.ca.gov/FDD/Regulations/pinscans.html
OSHPD Project Review Status
http://www.oshpd.ca.gov/FDD/Project_Tracking/index.asp
OSHPD Public Use Forms
http://www.oshpd.ca.gov/FDD/Forms/index.html