

The "Reason for Revision" part of the form should state: "See Revision Data Sheet No _____. The person responsible for making the revision is to sign the form and show his/her telephone extension at the bottom. Revisions should be submitted electronically in accordance with the [Electronic Plan Submission Process Flow Chart](#).

Revisions are updated electronically in the **ProjectWise*** Plan File Room.

The changes must be described clearly and fully on the Revision Data Sheet. State and Federal Project numbers (including P.E. numbers), project descriptions, and UPC numbers are to be shown at the top of the sheet. For each revision, list the following information:

1. Revision date
2. State Project number
3. Sheets revised (excluding Bridge sheets)
4. Description of change to each sheet
5. Authorization for making the revision

For illustration, see Figure 2G-1.

In addition to the above, all instructions noted in Section [2F-5-FORMAL REVISIONS-MAJOR CHANGES](#) relating to utilities are applicable to this section.

During the life of a construction project, all construction revisions that will affect the final contract cost must be approved by the Construction Division before revising the plans.

In order to avoid plan revisions to work already under construction, the project designer/coordinator should contact the project engineer or inspector prior to making any formal plan revisions. Advance copies of revisions may be beneficial to field personnel and should be provided.

* Rev. 7/18