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# Plan Changes after Contracts Turn-In

Design Manual

Chapter 1

General Information

Originally Issued: 05-23-07

Revised: 02-09-21

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## Plan Changes

Refer to Contracts and Specifications Bureau's [Plan Changes and Addendums](#).

## Addenda

Refer to Contracts and Specifications Bureau's [Plan Changes and Addendums](#) to determine if an addendum is required and how to do an addendum.

In addition to the link instructions, do the following:

- When producing updated PDF sheets for an ADDENDUM, add the Addendum red box in the lower righthand corner (see Section [21M-61](#)).
- If the designer of the affected sheets is not the Contracts Plan Submitter, copy the Contracts Plan Submitter when submitting an addendum to the Contracts Proposal Engineers.
- After each plan change or addenda, update the complete current plans in the folder below:  
PWMain\Documents\Projects\Project\_Directory\Design\{(Section#) (if it exists)\\_(Paren#)\_WorkType\Design Events\D6thru9\ \_Contract ID #\_Complete\_Current\_Plan\_(PDFs)



# Chronology of Changes to Design Manual Section: 001H-002 Plan Changes after Contracts Turn-In

2/9/2021	Revised Added information to let designers know to update plans after submitting changes or addenda.
9/24/2020	Revised Rewrite to reference Contracts and Specification Bureau guidance.
1/15/2019	Revised Moved Sample email link to Plan Changes.
6/28/2018	Revised Retitled to better indicate this section describes the process for plan changes after Contracts Turn-in. Revised to reflect current procedures for plan changes after Contracts Turn-in.
8/17/2016	Revised Revised information pertaining to turning in addenda after the two week change period. Defined the file naming to show what sheets were included with the submittal.
7/2/2015	Revised Added a link to Section 21M-61. Removed information regarding creating a new index.dat file.
8/31/2010	Revised Updated hyperlinks from individual names to DOT Office and position title.
6/30/2010	Revised This section was updated to match the new color plan process