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## Plan Revision Form

To appropriately process deferred submittal items or plan revision requests this form shall be completed in its entirety by either the design professional of record or the permit applicant.

**Building Permit #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Email:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

### Items required for Building Plan Revision Submittals

Revision Letter: A letter from the design professional of record or applicant detailing all revisions by listing the sheet number and description of the change. Alternatively, for smaller residential projects the applicant may complete the attached Summary of Changes.

Supporting Documents: If there are revisions to the supporting documents, a minimum of 2 sets are required. All revisions must be clouded.

Plan Sets: Minimum 3 full-size sets of all sheets affected by the changes. The revised plans must be signed by the same licensed design professional as the issued permit set.

### Electronic Copy of Submittal in PDF format

The undersigned represents they are the applicant and/or have the express permission of the applicant to submit this application. Further, it is understood no revision will be fully approved initial all revision fees are paid. Failure to submit the fees may affect the ability to receive a final building inspection.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

