



BUILDING DIVISION REVISION/CORRECTION SUBMITTAL FORM

Please Note: Additional or revised plans and/or documents for an active project will not be accepted unless accompanied by this completed form.

Submittal Requirements:

All revisions/correction submittals **MUST** contain the following:

- A completed Revision/Correction submittal form with an **itemized summary of the submittal and description of each change or revision in detail** (must include sheet and detail numbers)
- Revised structural calculations and/or technical reports, if applicable (must be stamped by the engineer of record)
- Revised civil plans, if applicable (must be stamped by engineer and/or architect)
- All changes **MUST BE CLOUDED** and/or **HIGHLIGHTED** in each document

Date: _____

Permit Number: _____

Completed By: _____

Phone Number: _____

TYPE OF SUBMITTAL

- Revision:** A change the **applicant has made** to a plan that is either:
 - An approved plan already issued by the county **OR**
 - A project under current plan review
- Correction:** An **applicant response to a correction** written by the county during plan review

Has a permit already been issued? _____ Yes _____ No

Please describe revision/correction submittal and list affected sheets, documents, and/or details:
