



BUILDING DIVISION REVISION/CORRECTION SUBMITTAL FORM INSTRUCTIONS

Purpose: The purpose of the 'Revision/Correction Submittal Form' is to provide an accurate scope of changes that are proposed for the County to review. These instructions are to provide clarity on how to accurately and completely fill out the form.

General:

- The form must be filled out and submitted anytime changes to a project are being proposed. This includes both changes due to plan review required corrections and/or a revision initiated by the permit holder(s).

Submittal Requirements Details:

- **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)**
 - One 'Revision/Correction Submittal Form' needs to be completed and turned in for each iteration of documents being submitted
 - *Ex: If corrections are required per plan review, the new document submittal would include a 'Revision/Correction Submittal Form'. If additional corrections need to be made after review of the newly submitted documents, then a new 'Revision/Correction Submittal Form' must be included with the next set of documents for review.*
 - For each item in the summary of changes, list the affected sheet numbers, document names, and details affected
 - *Ex: Item 1 – Change from shower/tub combo to walk-in shower; 'Construction Plan' pages: A-6, S-1 detail 2*
- **Revised structural calculations and/or technical reports, if applicable (must be stamped by the engineer of record)**
 - *If a project is engineered, or changes are proposed that require it to be engineered, and engineered portions are changed, then the newly submitted structural calculations need to be stamped and signed by the engineer on the project*
- **Revised civil plans, if applicable (must be stamped by registered design professional)**
 - *If revised construction plans are being submitted, they need to be stamped and signed by the engineer or architect on the project, if there is one*
- **All changes must be clouded and/or highlighted in each document**
 - *This includes, but is not limited to, title blocks, sheet indexes, changes in sizes, different callouts, new sheets, changes in model numbers, changes in energy credit elections, etc.*

Definitions/Instructions for Individual Fields:

- **Date:** The date that the form is filled out
- **Permit Number:** The number of the permit for which the changes are being proposed, including the prefix, such as BRES, BCOM, etc.
- **Completed By:** Person who completed the form and can answer questions regarding information on the form
- **Phone Number:** Phone number of the person completing the form
- **Type of Submittal:** For this section, select all that apply
 - **Revision:** A change that is being proposed outside of any plan corrections required by the county
 - **An approved plan already issued by the county:** This is if the permit has been through plan review and has been issued
 - **A project under current plan review:** For when a revision is proposed to a set of plans currently in the review process. Can be used in conjunction with a correction type of submittal
 - **Correction:** The noted changes are being made as a response to a plan correction that was required by the County
- **Has the permit already been issued?** Answer yes if the permit is, or has been, in an "Issued" status
- **Please describe revision/correction...:** Provide a summary of each change, along with the affected sheet numbers, document names, details, etc.