



Application to Revise or Deferred Submittal for Building Permit # **BP -**

Town of Atherton
Building Department
80 Fair Oaks Ln
Atherton, California 94027
Phone: (650) 752-
0560 Inspection requests:
(650) 752-0542

Project Address: _____ Owner: _____

Contractor: _____ Phone: _____

Does the revision include any additional square footage? Select: YES or NO
If yes is the additional square footage conditioned? Select: YES or NO

REVISION REQUESTED BY AND CONTACT PERSON:

Name: _____ Phone: _____
Address: _____ Email: _____
City/State/Zip: _____

REVISIONS to an active permit with approved plans must contain the following: Initial or check:

- ___ 1) Two sets of the revised sheets and any calculations or supporting documents (Three sets when there are changes in square footage or the footprint along with two sets of any calculations or supporting documents) Signed by the architect, engineer or designer of record
- ___ 2) **A signed narrative and a detailed itemized list of the revisions** with location on the plans
- ___ 3) All revisions are to be clouded on the plans with a revision date and revision △
- ___ 4) Approved set of **Field Plans**

Deferred Submittals:

- ___ 1) Two sets of the supporting documents and any calculations.

Revisions/Deferred submittals can only be made to approved plans. Minor revisions are billed at the hourly rate and major revisions that require a full building review may be billed at the standard plan review rates for new construction.

Revisions made to the approved sets of plans must be made by the architect, designer, or the engineer of record. If revisions are made to the approved sets of plans by an architect, engineer or designer other than the original designer of record, the new designer shall be responsible for all elements of the construction affected by the new design.

Applicant's Signature

Date