Application to Revise or Deferred Submittal for Building Permit #
BP____-_____

Project Address: ___________________________________________________________

Contact Name: ___________________________ Phone: __________________________

Email: ____________________________________________________________________

Scope/Description: _________________________________________________________

Please read carefully. Your application may be rejected if the following criteria is not met.

Are the submitted documents a □ REVISION or a □ DEFERRED SUBMITTAL
Does the revision include any additional square footage?  Select: □ YES or □ NO
If yes is the additional square footage conditioned? Select: □ YES or □ NO

REVISIONS Checklist to an issued permit with approved plans must contain the following:

___ 1) A signed narrative letter and a detailed itemized list of the revisions with location/sheet# on the plans
___ 2) A digital set of the revised sheets and any calculations or supporting documents signed by the architect, engineer or designer of record
___ 3) All revisions are to be ☁clouded❑ on the plans with a revision date and a numbered revision delta △
___ 4) A scan copy of the Approved set of Field Plans or a digital reference copy of the most recently approved revision

Deferred Submittals Checklist:

___ 1) A digital set of the supporting documents and any calculations.

Revisions/Deferred submittals can only be made to ISSUED 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.

I have read the above checklist and have provided all the required documents

_________________________________  ___________________________
Applicant’s Signature                              Date