



This form is to be completed when making a submission revising the contents of a permit that is currently being processed by the City or is under construction.

Date: _____ Permit #: _____

Form completed by: _____ Submission #: _____

Phone #: _____

Attention: _____
Name of City Employee

Project Address: _____ Unit #: _____

Applicant Name: _____

Applicant Phone #: _____

Applicant Email: _____

Permit Status: Processing Under Construction

Revision initiated by:
<input type="checkbox"/> Applicant
<input type="checkbox"/> Plan Reviewer
<input type="checkbox"/> Inspector
<input type="checkbox"/> Other: _____

Reason(s) for Revision: _____

Revision Package Components

Please list all components and indicate the number of copies each.

of Copies

	# of Copies

Prior to submission, please make sure...

- A **Response Letter** to the Plan Reviewer or Inspector is included in the submission package.
- All items requested from the Plan Reviewer or Inspector are attached.
- Address is indicated on every page of the drawing(s) and correspondences, on the right margin.
- A **Narrative of Changes** is included.
- Changes to documents are indicated in clouds or bubbles.

If a Registered Professional is working on this project...

- Please ensure that all drawings are **signed and sealed**.
- Please note whether or not the revised drawings have been completed by the same architect/engineer as the original submission.
- Please confirm that the Coordinating Registered Professional has reviewed the changes and has included all required materials in this package.

Additional Comments to Building Approvals Staff: