



This form is to be fully completed and attached to the application package when making a submission revising the contents of a permit that is currently being processed by the City.

To submit changes in the content/design of a permit already issued but has not received final inspection approval, please complete the Design Modification Form instead.

Attention: _____ Date: _____
Name of City Employee

Applicant Name: _____ Phone No.: _____

Project Information

Permit No.: _____

Project Address: _____ Unit No.: _____

Revision Initiated By:

- Applicant Plan Reviewer Other _____

Reason(s) for Revision: _____

Revision Package Components

Please list all components:

Prior to submission, please ensure that the following are included:

- Completed Permit Transmittal Coversheet with all submittals after the initial permit application.
- A **Response Letter** and a **Narrative of All Changes** must be provided with a copy of the Plan Reviewer's comments.
- All issues** listed by the Plan Reviewer are **resolved** in this submission package. Incomplete submissions will not be reviewed.
- All proposed changes are clouded on the revised plans.

If a Registered Professional is involved:

- Please ensure that all drawings are **signed and sealed**.
- 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 all required materials are included in this package.

Applicant: _____ Signature: _____