

BUILDING

PLAN REVISION TRANSMITTAL FORM

This transmittal form is to be used for submitting Revisions to Permitted Plans to the Building Division. There are separate color-coded forms at the [Resubmittal/Revision Service](#) webpage for Building, Electrical, Mechanical-Plumbing, Public Works, and Fire-Hazmat; be sure to use the correct transmittal form for the types of plans you are submitting.

INSTRUCTIONS - Fill out the form completely and accurately. Include it with your submittal per the instructions on the the [Resubmittal/Revision Service](#) webpage.

DATE OF REVISION SUBMITTAL:	
PLAN REVIEW NUMBER:	
PERMIT NUMBER <i>Required for a project that already has a permit:</i>	
PROJECT ADDRESS:	
NAME OF BUILDING PLAN REVIEWER: <i>This is important. Please indicate the name of the city staff person who reviewed your plans.</i>	
CONTACT INFORMATION	
APPLICANT NAME:	
APPLICANT SIGNATURE:	
NAME OF FIRM, IF ANY:	
CHECK ONE: <input type="checkbox"/> Contractor <input type="checkbox"/> Developer <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Owner <input type="checkbox"/> Other:	
EMAIL:	PHONE:

TYPES OF PLANS BEING SUBMITTED - CHECK ALL THAT APPLY

- Building Plans
- Structural Calculations
- T-24 Energy Plans
- Deferred Items
- Soil Report
- Shop Drawings
- Other describe: