



REVISION CHECKLIST

Date: _____

Permit #: _____

General Requirements (please check all to confirm)

- Revised drawings must retain the same file names and sizes as the originals
- Revised drawing files must be submitted as individual files
- Files must be submitted in horizontal orientation

Please Circle

YES	NO	Are you the Architect or Engineer that signed the original plan set? If the answer is NO , a letter from the Architect or Engineer of record authorizing plan modification is required. If the original plans were not drawn by an architect or engineer, please circle here: N/A
YES	NO	Does this revision involve public right of way work? If YES , revisions must be reviewed and approved by Public Works Engineering Department.
YES	NO	Does this revision change the square footages or project valuations? If YES , a revised building permit application must be submitted.
YES	NO	Does this revision involve structural, electrical or mechanical modifications? If YES , revisions must be reviewed and approved by Building Safety Department.
YES	NO	Does this revision reduce or increase the number of plumbing fixtures? If YES , revisions must be approved by Building Safety and Public Works Engineering Departments.
YES	NO	Does this revision change the location or height of any structures on the site? If YES , revisions must be reviewed and approved by Building Safety, Planning and Public Works Engineering Departments.

PROVIDE A BRIEF SUMMARY OF REVISION (REQUIRED):

 (Print Name)

 (Applicant Signature)

Please note:

- Revision fees may be assessed; \$30 minimum for plan review.
- If "General Requirements" are not met, administrative fees may be assessed (\$30 minimum) and/or this submittal may not be accepted.