



## 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

YES	NO	<b>Are you the Architect or Engineer that signed the original plan set?</b> If the answer is <b>NO</b> , 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: <b>N/A</b>
YES	NO	<b>Does this revision involve public right of way work?</b> If <b>YES</b> , revisions must be reviewed and approved by Public Works Engineering Department.
YES	NO	<b>Does this revision change the square footages or project valuations?</b> If <b>YES</b> , a revised building permit application must be submitted.
YES	NO	<b>Does this revision involve structural, electrical or mechanical modifications?</b> If <b>YES</b> , revisions must be reviewed and approved by Building Safety Department.
YES	NO	<b>Does this revision reduce or increase the number of plumbing fixtures?</b> If <b>YES</b> , revisions must be approved by Building Safety and Public Works Engineering Departments.
YES	NO	<b>Does this revision change the location or height of any structures on the site?</b> If <b>YES</b> , revisions must be reviewed and approved by Building Safety, Planning and Public Works Engineering Departments.

PROVIDE A BRIEF SUMMARY OF REVISION (REQUIRED):

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\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Applicant Signature)

**Please note:**

- Revisions may be assessed an additional plan review fee. Additional fees incurred could include building permit fees, CET's, SDC's, etc.
- If "General Requirements" are not met, administrative fees may be assessed and/or this submittal may not be accepted.