



Community Development Department

Rev. April 2013

Revision (Corrections) Submittal Checklist - Other

Submittals are accepted after all reviewers have completed one review.

Revisions/Corrections must address all comments by all reviewers. No partial responses are accepted.

*Cover Letter for each plan containing permit number, address and responses to examiners' hold comments. Cover letter should include plan sheet numbers where revisions are located.

*Revised Plan Sheets, revised Structural or Truss Calculations and revised Geotech or Drainage/Hydrology reports must be wetstamped and signed.

Revision (Corrections) Submittal Checklist to Master Plans:

*Cover Letter for each Master plan containing permit number **(required)**, Master plan number and responses to examiners' hold comments. Cover letter should include plan sheet numbers where revisions are located.

*Revised Plan Sheets, revised Structural or Truss Calculations and revised Geotech or Drainage/Hydrology reports must be stamped and signed. If applicable, must have AGC stamp on revised plan sheets.

*Revisions to **issued** Masters, must be accompanied by a cover letter containing the Master permit number, Master plan number and a detailed letter outlining the changes, revised plan sheet numbers and revised stamped plan sheets.

Revision Submittal Checklist to SFR Repeats:

*Permit number of revised plot plan

*Check that addresses and parcel numbers on permit application match the addresses and parcels on plot plan.

*2 revised plot plans for SFR repeats must be stamped and have a wet signature. If applicable, must have AGC stamp on revised plot plans.

Revisions to **issued** SFR Repeat plans, must be accompanied by a cover letter containing the permit number, and a detailed letter outlining the changes and revised stamped plot plans or plan sheet numbers.