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Handout
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Permit Revision Instructions

Note: The instructions below pertain to the revision of previously approved plans. Do not use this handout for resubmittal of plans in which the plan set has not yet been approved.

How do I submit a revision to approved plans?

1. Create an itemized revision letter which clearly explains each component you are changing, organized by page number and save it as a PDF.
2. Export only your revised plan sheets into one PDF document. All changes must be clouded.
3. Submit the following via your MyBuildingPermit.com Dashboard:
 - Your revision letter. Choose “Comment Response Letter” as the document type.
 - Your revised plan set sheets in one pdf. Do *NOT* submit the entire plan set. Only the sheets being modified.
 - Any supplemental forms or documents that you are changing or adding. Select the appropriate document type that matches the document you are uploading. Upload the entire document you are changing.

Important: All PDFs must comply with our [Electronic Plan Requirements](#). Please verify you have labeled the pages in the PDF to match the sheet number.