

Revision/Deferred Submittal and Resubmittal Form



Permit Number: _____ **Date:** _____

Project Name: _____

Contact Person: _____ **Company:** _____

Phone: _____ **Email:** _____

Revision or Deferred Submittal Number (if known): _____

Check the type of submittal:

Revision (see [Revision Instructions Handout](#))

*A change the applicant has made to a plan that has already been **approved** or correction response to prior revision submittal*

- Provide a general description of the purpose of the revision
- Submit only the revised sheets
- Provide a narrative of each revision on each sheet
- Cloud all changes on all plan sheets
- All plans prepared by an Architect or Engineer must be stamped and signed by the design professional
- In the box below describe the revision and provide an itemized list of changes to each sheet. Upload separate narrative document as needed.

Deferred Submittal

A portion of the design that is not submitted at the time of permit application which is deferred until after permit issuance or correction response to prior deferred submittal

- The design professionals in responsible charge and contractor must review the deferred submittal documents and stamp them prior to submitting them to the City for review
- All documents prepared by an Architect or Engineer must be stamped and signed by the design professional
- In the box below describe the type of deferred submittal. Refer to the list of deferred submittal items from your permit conditions.

Description of submittal