



REVISION/CORRECTION SUBMITTAL FORM

Submittal Requirements:

All revisions / correction submittals MUST contain the following:

1. A completed City of Black Diamond Revision/Correction submittal form
2. Two (2) sets of revised and/or corrected drawings/sheets (wet stamped by architect, if applicable).
3. Revised structural calculations, if applicable (must be stamped by engineer)
4. A written letter to the City that shows an itemized summary of your submittal (must include sheet and detail numbers)
5. All changes **MUST BE CLOUDED** or **HIGHLIGHTED** on each plan set

Date: _____

Permit #: _____

Property Address: _____

Project Name: _____

Contact Person: _____

Phone: _____

Email: _____

TYPE OF SUBMITTAL:

() **REVISION:** A change the applicant has made to a plan that is either:

1. An approved plan already issued by the City or
2. A project under current plan review

() **CORRECTION:** An applicant response to a correction letter written by the City to the applicant

Permit Issued? () Yes () No *A plan check fee for revision is \$84 per hour with a minimum of \$42 for ½ hour

Please describe revision/correction submittal:

Sheets Affected: _____ If more than two (2) sheets will be changed, please submit two (2) new full sets of plans. Revisions on issued permits only require submittal of the affected sheets.

For City Use Only:

REQ'D APPROVAL	CHECKED BY	ROUTE TO	DATE	INITIAL	COMMENTS	FEES
()	1.BUILDING	_____	_____	_____	_____	_____
()	2.PLANNING	_____	_____	_____	_____	_____
()	3.FIRE	_____	_____	_____	_____	_____
()	4.PW	_____	_____	_____	_____	_____
()	5	_____	_____	_____	_____	_____

TOTAL \$