# 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

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**Date:** ____________  **Permit #:** _______________

**Property Address:** ____________________________________________________________

**Project Name:** _______________________________________________________________

**Contact Person:** ______________________________________________________________

**Phone:** _____________________________________________________________________

**Email:** _____________________________________________________________________

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## 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 submission of the affected sheets.

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## For City Use Only:

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<th>REQ'D APPROVAL</th>
<th>CHECKED BY</th>
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<th>INITIAL</th>
<th>COMMENTS</th>
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**TOTAL $**