

PERMIT REVISION FORM

Today's Date:	Permit Number (required):
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Job Address:

Project Name:

APPLICANT CONTACT INFORMAT

Name:	Phone:
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Email Address:

CHOOSE THE SUBMITTAL TYPE

CORRECTION / RESUBMITTAL- A response to **Plan Review Comments** or a change to the scope of work while under review.

REVISION /ADDENDUM*- Change in scope of work on an already **Issued permit**- If there is an increase in job valuation, additional fees may be assessed. No refunds will be issued on a revision if the value decreases.

Increased valuation: \$_____and/ or increase in Square Footage:_____

*If The Building Department deems the change to the issued permit a substantial change, we will require a separate permit to be pulled for the revised scope of work and new fees will apply.

DEFERRED SUBMITTAL: Commercial or Multi-Family new construction only. This is in response to conditions set forth by the structural reviewer.

ELECTRONIC SUBMITTAL REQUIREMENTS

1. You must make an appointment for resubmittals. Contact the building project manager directly or 425 430-7200x1 before re-submitting.
2. Resubmittals need to be unlocked PDF's on a flash drive or re-writable CD. They cannot be emailed.
3. Include a PDF copy of this form, as well as a bullet point narrative describing your response to each reviewer's comment (**REQUIRED**). On the narrative, reference the "Label number" of the comment you are addressing according to the redline summary you were given when you received the comments back.
4. Resubmittals must contain a complete set of documents for your project, not just the individual revised sheets. And named according to our Electronic File standards. Each new version should have a new V or version number.

OTHER INFORMATION TO CONSIDER

- Corrections/re-submitments must address all comments. We will not accept a partial response to comments.
- Please use standard size documentation. Lettering should have a minimum height of 1/8 inch.
- You must make an appointment to resubmit electronic documents. Contact building staff member at 425 430-7200 x 1 before re-submitting. Resubmittals must be on a thumb drive or CD. **The only exception is if you originally submitted on paper. Your resubmittal should be on paper.**
- The Building Department will charge ½ the plan check fee when you reach your fourth resubmittal. We may also charge an hourly rate for plan review on revisions to issued permits.

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED