



**Community Development Revision Submittal Sheet**

To be completed by the qualified individual responsible for providing a complete submittal.  
 Incomplete applications or submittals will not be accepted/reviewed  
**PLEASE PRINT CLEARLY**

<b>Application Information</b>	Permit # (required) _____
	Address (required) _____
Project Name (required) _____	
Company Name _____	
Contact Name _____ Phone _____	
Email _____	

<b>Fees</b>	<b>FEES</b>		
	Residential fees are due at the time of submittal	Building	\$50.50
		Zoning	\$15.00
	Building & Zoning	\$65.50	
Commercial plan review fees are due at the time of pick up. The fees are charged at \$95.00 per hour.			

<b>Submittal Requirements</b>	<b>PLAN SHEETS AND RESPONSE PROVIDED</b>					
	<ul style="list-style-type: none"> <li>4 copies of all information and plans are required.</li> <li>Cover Letter/ Scope of Changes letter is required with each submittal.</li> <li>All plan sheets must be highlight/bubbled to clearly show changes</li> </ul>					
	<i>Plans</i>	<i>Letter</i>	<i>Description</i>	<i>Plans</i>	<i>Letter</i>	<i>Description</i>
			Title Sheet / Index			Mechanical
			Site Plan			Plumbing
			Architectural			Fire Alarm
			Civil			Fire Suppression
			Planning			Life Safety
			Structural / Floor Plan			Accessibility
			Fire Resistance			Energy Code Compliance
		Electrical			Special Inspections	
		Other			(as required by OBC)	
Other documents description _____						
_____						
_____						
_____						