



REVISING A DESIGN OR PROJECT SCOPE OF AN ACTIVE PERMIT

WHEN IS A SUBMITTAL FOR A REVISION REQUIRED?

A plan review is required anytime a design change or field correction has been made after the plans have been approved and/or after the original application screening is accepted if the change is not directly related to plan check comments. All construction must be built per the issued approved plans and any deviations require new plan review and approvals.

HOW DO I RESUBMIT?

Contact your permit technician and request to resubmit for a design change. If the application or permit is active, the permit technician will open the permit to allow you to resubmit.

You will need to upload all required documents to the permit's attachments in ConnectLCF for submission. Please note we cannot receive submissions via email. Please do not apply for brand new permit applications for design revisions on active permits unless otherwise instructed by your permit technician.

WHAT DOCUMENTS ARE REQUIRED?

1. All plans and documents (e.g. Soils report, Title 24, structural calcs, etc.) that are affected by the revision will need to be revised with all revisions clouded and delta'd.
2. A list of all revisions and an updated permit description, including any new retaining walls or structures not identified on the original permit application. Separate permits may be applicable. Please see attached revision letter form.

WHAT DOES IT COST FOR A DESIGN REVISION?

Plan review(s) will generally be charged on an hourly basis for all design revisions. If the scope of work has been altered significantly, the original valuation may be adjusted, and additional plan check and permit fees may apply.

WILL WE NEED TO SUBMIT TO OTHER DEPARTMENTS OR AGENCIES FOR DESIGN REVISIONS?



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Our in-house plan checker will determine what departments and agencies will need to review the design changes during the screening process. We will inform you once the screening for the revision has been accepted.

Please note design revisions do not extend applications/permits. All applications expire within 1 year of the application date. If a permit is not issued, construction must start within 180-days of permit issuance and all permits must receive passed inspections every 180-days to stay active. Standard processing times apply.

REVISION LETTER

Address: _____

Permit Number: _____

WORK DESCRIPTION

Provide a full and complete description of revisions to encompass all changes to the scope of the permit application. If the permit description is not affected by the revisions, then put N/A.

REVISION LIST

List all revised sheets/documents and describe in detail the design revision(s).



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