



## Revision Cover Sheet

This sheet shall be completed and submitted in conjunction with any of the following: Shop drawings, trusses, letters, plans (either duplicate or revised), alterations, *or anything that does not contain an application.*

Date of Submittal: \_\_\_\_\_ Permit/Application #: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Owner Phone #: \_\_\_\_\_  
 Contractor Name: \_\_\_\_\_ Contractor Phone #: \_\_\_\_\_  
 Project Name and Address: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Description of Revisions: \_\_\_\_\_

**Note:**

- Plans will only be accepted with revisions clouded and in black ink **only** and with **no** highlights. **One (1) copy of this form needs to be attached to each set of plans submitted.**
- Revision fees are **due at submittal**. They are as follows:
  - \$0.01 psf/\$50.00 minimum (Commercial) | If adding new square footage then new construction rate applies @ \$0.30 psf/\$300.00 minimum.
  - \$25.00 flat rate (Residential) | If adding new square footage then new construction rate applies @ 0.25 psf/\$200 minimum.
  - \$20.00 flat rate (Zoning ONLY) | \$25.00 flat rate (Dock & Shoreline)

Please check the appropriate disciplines to review your submittal:

- |                                     |                                     |                                      |
|-------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Structural | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Plumbing    |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire       | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Zoning     |                                     |                                      |

For Office Use Only:

Department	Approved By	Date	Remarks
Structural			
Mechanical			
Plumbing			
Electrical			
Fire			
Engineering			
Zoning			

Revision Number: \_\_\_\_\_ Total Revision Fee: \_\_\_\_\_

