



REVISIONS/ADDITIONS SUBMITTAL FORM

Tech Initials _____ Rev.# _____

Permit # _____ Has permit been issued? Yes No

Job Address: _____

Project Name: _____

Project Contact: _____ Phone:(____) _____

Project Contact Email Address: _____

Revisions requested by City staff? Yes Reviewer: _____ Dept _____

No

On the line provided, write in the number of **sets** of each item that you are submitting and identify the sheet numbers.
(Note: You must provide the same number of documents/plans as originally submitted.)

- | # Sets | | # Sets | |
|--------|-----------------------------------------------|--------|---------------------------------------|
| _____ | Alternate Materials, Methods or Modifications | _____ | Structural Calculations |
| _____ | Architectural Plan - sheet # _____ | _____ | Structural Plan – sheet # _____ |
| _____ | Boundary/Topo Survey - sheet # _____ | _____ | Wetland Report |
| _____ | Building Elevations - sheet # _____ | _____ | Electrical Plan - sheet # _____ |
| _____ | C & G Temporary Erosion Control | _____ | Mechanical Plan - sheet # _____ |
| _____ | Civil Plan - sheet # _____ | _____ | Plumbing Plan - sheet # _____ |
| _____ | Environmental Checklist | _____ | King County Recording |
| _____ | Exterior Lighting Plan - sheet # _____ | _____ | Date Recorded: _____ |
| _____ | Floor Plan – sheet # _____ | _____ | Recording Number: _____ |
| _____ | Geotechnical Report | _____ | Other: Explain & includes # of copies |
| _____ | Landscape Plan – sheet # _____ | _____ | _____ |
| _____ | Mylar | _____ | _____ |
| _____ | Road Plan – sheet # _____ | _____ | _____ |
| _____ | Site Plan – sheet # _____ | _____ | _____ |
| _____ | Storm Drainage Design – sheet # _____ | _____ | _____ |
| _____ | Street Lighting Plan - sheet # _____ | _____ | _____ |

Describe the nature of the changes:

Submitting Revisions & Additions

- < Provide your permit #.
- < **Identify revised/added information by circling, noting, or otherwise consistently marking.**
- < Fill out a Revisions/Additions Submittal Form.
- < Submit the **same** number of plans/documents you originally submitted. For example, if you make a change to the site plan and you originally submitted 4 copies, submit 4 revised site plans. However, if you applied for 2 permits at the same time and each permit required 4 site plans, submit **8** revised site plans.
- < **Always** submit your revisions to Permit Processing, **not** to the reviewer.

Revisions after the permit has been issued:

- < You can submit revisions on an issued permit as long as the permit has had no final inspection; otherwise, submit a *new* permit application.
- < Once these revisions are approved, we will email you to pick them up and let you know if there is a fee. We request that revisions be picked up within 30 days after notification of approval.

9/21/2016

**Permit Processing Hours: Monday - Friday 8-4, Wednesday 10-4
(425) 452-4898 TTY: 711**