



Revisions and Additions

Submittal Instructions and Form

Tech Initials	Revision #
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Permit Number _____ Has the permit been issued? Yes No

Job Address _____

Project Name _____

Project Contact _____ Phone _____

Project Contact Email _____

Revisions requested by city staff? Yes No Reviewer _____

For each item, indicate the number of sets you are submitting and identify the sheet number, if applicable.
NOTE: You must provide the same number of documents/plans as originally submitted.

# Sets	Submittal
	Alternate Materials, Methods or Modifications
	Architectural Plan Sheet #
	Boundary/Topographic Survey Sheet #
	Building Elevations Sheet #
	C & G Temporary Erosion Control
	Civil Plan Sheet #
	Environmental Checklist
	Exterior Lighting Plan Sheet #
	Floor Plan
	Geotechnical Report
	Landscape Plan Sheet #
	Mylar
	Road Plan Sheet #

# Sets	Submittal	
	Site Plan	Sheet #
	Storm Drainage Design	Sheet #
	Street Lighting Plan	Sheet #
	Structural Calculations	
	Structural Plan	Sheet #
	Wetland Report	
	Electrical Plan	Sheet #
	Mechanical Plan	Sheet #
	Plumbing Plan	Sheet #
	King County Recording Date Recorded	Recording #
	Other (explain and include # of copies)	

Describe the nature of the changes

Submitting Revisions and Additions

1. Identify revised/added information by circling, noting or otherwise consistently marking.
2. Submit the same number of plans/documents you originally submitted. Example: If you make a change to the site plan and you originally submitted four copies, submit four revised site plans. However, if you applied for two permits at the same time and each permit required four site plans, submit eight revised site plans.
3. Always submit your revisions to the permit processing department, not to the reviewer.
4. You may submit revisions on an issued permit if the permit has had no final inspection; otherwise, submit a new permit application.
5. You will receive an email when the revisions are approved and to notify you of any fees. Please pick up paper revisions within 30 days of notification.