



## 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 #: \_\_\_\_\_

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.
- There is a revision fee of **\$75** per hour of plan review for each discipline. The minimum fee of \$75 for the first hour of each discipline is **due at submittal.**

**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"/> Public Works | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Zoning      |

For Office Use Only:

Department	Approved By	Date	Remarks	Hourly Count
Structural				
Mechanical				
Plumbing				
Electrical				
Fire				
Engineering				
Public Works				
Landscaping				
Zoning				

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