



CITY OF EL MONTE

Community and Economic Development Department Building Division

REVISION REVIEW SUBMITTAL FORM

During the course of a project which a permit has been issued, there may be a need to request the City to review revised plans. Only sheets being revised should be included in the plan set along with the job set. Revisions are required to be clouded and a detailed Narrative letter describing changes to each sheet is required.

Address:
Project Permit No.
Brief Description of Changes:
Estimated valuation of the proposed revisions:
Primary Contact Name & Phone Number:
Email Address:

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Exterior changes | <input type="checkbox"/> Plumbing changes |
| <input type="checkbox"/> Structural changes | <input type="checkbox"/> Mechanical changes |
| <input type="checkbox"/> Architectural / Elevations changes | <input type="checkbox"/> Deferred Submittals |
| <input type="checkbox"/> Electrical changes | <input type="checkbox"/> New Permits Required |
| <input type="checkbox"/> Site Plan changes | <input type="checkbox"/> Floor Plan changes |
| <input type="checkbox"/> Changes to Scope of Work including removing or adding square footage. | |

Submittals:

- All sheets being revised for revisions shall be submitted to Planning for review prior to submission to Building and Safety for an OK to proceed with revisions.

