



**LETTER OF TRANSMITTAL FOR BUILDING PERMIT REVISIONS OR  
CORRECTIONS**

Planning & Development Department – Building Division

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**RETURN YOUR REVISIONS OR CORRECTIONS, WITH THIS FORM AS THE COVER PAGE, TO THE  
PERMIT TECHNICIAN.**

**It is the responsibility of the person submitting to collate to the existing plans.**

**Items numbered 1-4 are mandatory. If you do not have this information we cannot accept your submittal.**

1. **DATE:** \_\_\_\_\_
2. **CONTACT PERSON:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_
3. **EMAIL ADDRESS:** \_\_\_\_\_
4. **PERMIT #** \_\_\_\_\_

**Ensure that the following information is included with this submission:**

\_\_\_\_\_ For residential, 2 copies of all revised sheet AND 1 revised CDs. For commercial, 2 copies of all revised sheets AND 2 revised CD's

\_\_\_\_\_ Summary page of the changes and page numbers where changes are shown

\_\_\_\_\_ Changes are clouded on the plan sheet(s)

\_\_\_\_\_ Changes in site development. Identify the following:

- |   |  |
|---|--|
| _____ Footprint of Existing Structures/Buildings          | _____ Decks/porches more than 30" above grade or covered decks   |
| _____ Footprint of Proposed Structures/Buildings          | _____ Decks/porches less than 30" above grade or uncovered decks |
| _____ Paved and unpaved driveways and parking areas       |  |
| _____ Terraces (including sand-set), sidewalks, etc.      |  |
| _____ Other areas of the property which are not vegetated |  |
| _____ <b>TOTAL</b>  |  |

\_\_\_\_\_ Changes in habitable and non-habitable floor area. Identify the following:

Original Submittal	This Revision	Net Change
_____	_____	_____ Proposed Habitable, Above Grade
_____	_____	_____ Nonhabitable, Above Grade
_____	_____	_____ <b>TOTAL ABOVE GRADE</b>
_____	_____	_____ Habitable, below grade
_____	_____	_____ Non-Habitable, below grade
_____	_____	_____

\_\_\_\_\_ TOTAL BELOW GRADE

\_\_\_\_\_ A revised grading permit application , as applicable

\_\_\_\_\_ A revised septic permit application, as applicable

\_\_\_\_\_ Cost of construction for revisions:

\$ \_\_\_\_\_

\_\_\_\_\_ CD or .pdf of the plan set

**NOTE: Fees will be assessed for additional square footages, plumbing, mechanical or electrical work, including additional plan review fees for both Planning and Building. For grading permit revisions, a fee of \$300 applies. For changes that require an upgrade to the septic system, a \$50.00 fee applies.**