



This document provides submittal requirements of revision applications for changes to originally approved plans of issued permits.

This document consists of two parts:

- Part - 1: Initial Submittal of Revision Permit Application
- Part - 2: Re-Submittal of Revision Permit Application under Plan Review

PART - 1: INITIAL SUBMITTAL OF REVISION PERMIT APPLICATION

a) Drawings:

- Only drawing sheets revised from the original approved and issued drawing set shall be submitted in revision application submittal package. Drawing unchanged from the original approved drawings shall **NOT** be submitted.
- All new changes proposed in the revised drawings submitted under the revision application shall be clouded and identified with delta no. consistent throughout entire package (all design disciplines). The delta no. shall be unique for this revision application. Note that previous clouds shown on original approved drawings shall be turned off. Only new changes applicable to the revision permit package shall be clouded.
- All drawings must be uploaded in PDF format and oriented properly.
- Each drawing sheet saved in one file. (For example, if your project has total 23 revised sheets, there shall be 23 pdf files of drawings.)
- Each file (drawing sheet) shall be named with the sheet number and sheet name (For example, "A1 - First Floor Plan")
- A file with the sheet index of all revised drawings in the revision submittal package named as "**0-Revision Index**" shall be uploaded. Note that filename must start with "0".
- A separate file with all combined drawing sheets shall also be uploaded and named as "**0-[Project Name] – Combined Revision Set**". (For example, "0 – ABC Residence – Combined Revision Set") The sheets in the file shall be ordered in the same order as the revision index. Note that filename must start with "0".

NOTE: If the entire set does not exceed 20 sheets, one combined file may be submitted in lieu of individual file for each sheet.

b) Documents (narrative of changes, structural calculations, etc.):

- **A detailed narrative of changes on each revised sheet** in the revision application. The file shall be named "**Narrative of changes**".
- All documents applicable to the revision submittal package must be uploaded in PDF format and properly oriented.
- Each document shall be saved in a separate file.
- Name of the document file shall start with the Cycle no. and followed by the document name. (For example, structural calculations submitted in the 1st cycle shall be named as "**1-Structural calculations**"; structural calculations submitted in the 2nd cycle shall be named as "**2-Structural calculations**", etc.)

PART - 2: RE-SUBMITTAL OF REVISION PERMIT APPLICATION UNDER PLAN REVIEW:

a) Drawings:

- Re-submittal package for revision application under plan review shall include **“0-Revision index” and all drawing sheets that listed in the revision index and are part of the revision submittal package that will be used for permit issuance when approved.** Any drawing sheets not included in the latest re-submittal package will not be part of the permit issuance set for the revision permit.
Example: Sheet 2, 4, 5 was originally submitted in the revision application package and listed in the “0-Revision index”, only Sheet 2 is revised to address comment in the re-submittal. In the re-submittal package, all drawing sheets as listed in the “0-Revision index” shall be re-submitted, even though there are no changes to Sheet 4, 5 as there was no comment.
- Any additional revised sheets added in the re-submittal package shall be listed in the **“0-Updated revision index”**.
- All clouds and delta no. in the first submittal and all subsequent re-submittals for the revision application package shall remain on the drawings. Any new changes in re-submittal shall be clouded and provided with the unique delta no. for this revision application. **Only clouded changes identified with the unique delta no. for the revision application in the final revision submittal package will be considered part of the approved revisions.**
- Each drawing sheet saved in one file shall be named same as sheet number and sheet name.
- A separate file with all combined drawing sheets shall also be uploaded and named as **“0-[Project Name] – Combined Revision Set”**.

b) Documents:

- **Response letters** with response to each comment for each review discipline shall be submitted. The response letter shall indicate which details, specifications, or calculations show the required information to address the comment.
- If there are new changes in addition to those as described in the originally submitted “Narrative of changes”, an updated file **“Updated narrative of changes”** shall be submitted with the re-submittal package. The detailed narrative of the new changes shall be added to the original narrative and identified as new changes in the re-submittal.
Example: Sheet 2, 4, 5 was originally submitted in the revision application package and listed in the revision index, changes are made on Sheet 2 to address comments, new changes (not as a result of comments) are added to Sheet 4 and new changes are added to Sheet 8 as well.
“Updated narrative of changes” and “Updated revision index” and Sheet 2, 4, 5, 8 shall be re-submitted.
- Each document required to address comments shall be submitted in separate PDF files, named with the Cycle no. and followed by the document name. (For example, re-submitted in the 2nd cycle shall be named as **“2-Structural calculations”**)