



**DEVELOPMENT SERVICES
CLIENT ASSISTANCE MEMO**

REVISION/CORRECTION SUBMITTAL FORM

Additional or revised plans or documents for an active project will not be accepted unless accompanied by this completed form. Mailed re-submittals that do not include this form or that do not contain the correct number of copies will not be processed.

SUBMITTAL REQUIREMENTS:

All revisions/correction submittals **MUST** contain the following:

- A completed City of Gig Harbor Revision/Correction submittal form
- Always submit the same number of copies as required for your initial application
- Revised structural calculations and/or technical reports, if applicable (must be stamped by the engineer of record)
- Revised civil plans, if applicable (must be stamped by the engineer)
- A written letter to the City that shows an **itemized summary of your submittal description of each change or revision in detail** (must include sheet and detail numbers)
- All changes **MUST BE CLOUDED** or **HIGHLIGHTED** on each plan set
- Fees for 3rd submittal - Engineering

Date:		Permit Number:	
Property Address:			
Project Name:			
Contact Name:			
Phone:		Email:	

TYPE OF SUBMITTAL:

- REVISION:** A change the applicant has made to a plan that is either:
 1. An approved plan already issued by the City for Building, Fire or Engineering only or
 2. A project under current plan review
- CORRECTION:** An applicant response to a correction letter written by the City to the applicant

Has a permit already been issued? Yes No

Please describe revision/correction submittal: List affected sheets**

**Re-submittal of plans to the Planning Department must be complete plan sets.

**When more than two (2) sheets will be changed for any other department, please submit the required number of new full plan sets or make an appointment to "slip sheet" the revised/corrected pages. Non-applicable for electronic submittals.

STAFF USE ONLY

RECEIVED BY:	
DATE SUBMITTED:	