DEFERRED SUBMITTALS AND PLAN REVISIONS FORM

In order to appropriately process deferred submittal items or plan revision requests, this form shall be completed in its entirety by either the design professional of record or the permit applicant. Providing the following information will ensure an accurate and effective plan review occurs in a timely manner. **Advisory Note:** Missing or inaccurate information either within this document or the proposed construction drawings and any supporting documents may delay the review and approval process. Every effort shall be made by the applicant to provide all necessary information prior to submittals.

☐ Deferre	d Submittal Item:			
☐ Plan Re	vision:			
Permit Number:		Job Address :		
Project Name:		Applicant:		
Date:		Applicant phone	number:	
C Expedited Request? (see staff for required form)		Applicant email	:	
	JMMARY OF CHANGES MUST BE DN SUBMITTALS. ADDITIONALLY,			

THE FOLLOWING SUMMARY OF CHANGES MUST BE COMPLETED BY THE APPLICANT PRIOR TO APPROVAL FOR <u>PLAN REVISION SUBMITTALS</u>. ADDITIONALLY, EACH SHEET OF REVISED PLANS SHALL INCLUDE A CLOUDED DELTA TO BE VERIFIED BY STAFF DURING THE PLAN REVIEW COMPLETENESS CHECK PROCESS PRIOR TO SUBMITTAL.

Sheet	Summary of Changes

of this o	stand that I am responsible for all associated plan check fees that I incur during the course deferred submittal item or plan revision plan check process and that fees will be assessed on and materials basis

Plans for any deferrals or plan revisions that have not been either approved or picked up by the applicant within 180 days of submittal shall be subject to disposal at the discretion of the Building Official. I also understand that any unclaimed deferral item or plan revision may delay the projects final approval and the issuance of a Certificate of Occupancy.

Plan Check turnaround times will vary based on the complexity of submittals. Please check with the permit counter accordingly.

Applicants Signature	