

Deferred

Revision*

New Plan Check #: _____ **Date:** _____

Old Plan Check # _____

Job Address: _____

Project Name: _____

Description: _____

Discipline:	Bldg.	L/S	Plum.	Mech.	Elec.	Fire	Plann.	DE	UT	Landsc.
Checked By:										
Route To:										
Code:										
Outside Consultant Fee/ Hours										
<i>All Disciplines Update Hours in Computer</i>										

Project Contact: _____

Title: _____ **License #** (if applicable) _____

Phone: _____ **Fax #:** _____

E-Mail: _____

of Plans Submitted: _____ **Submitted To:** _____

I understand that I am responsible for all plan check fees that I incur during the course of this additional plan check and that any approval plans not claimed and paid for within 3 months of notification will be disposed of and an invoice procedure for the amount due will be initiated. I further understand that an unclaimed deferral may result in delay of final approval for the subject project.

Applicant Signature: _____ **Date:** _____

Please note that once this document is submitted to the City of Sacramento, your information may be subject to the Public Records Request Act. However, the City will not sell your data or information for any purpose.

* See Page 2 for Revision Requirements

Requirements for Submission of Building Plan Revisions*:

For Revisions* to plans:

- The changes must be made to all plan sheets which are affected (consider all plan review disciplines). Aside from these changes, the sheets must be reproduced exactly as the issued copy without City stamps. Photocopies of issued plans with City stamps are not acceptable.
- Provide a summary letter describing the changes to each sheet. One letter for each plan review discipline is required.
- 8 ½" x 11" sheets or partial sheets are not acceptable.
- Where issued plan sheets are stamped and signed by a licensed design professional, the revised sheets must also be stamped and signed by the same design professional.
- Changes must be clouded. All clouds must be designated with a delta symbol and dated.
- Number of sheets required: one for each plan check discipline which is affected, or a minimum of two.

In instances where plan review staff agrees to accept a letter from the Design Professional of Record to clarify a questionable item, the following must be included:

- The letter must bear the stamp and signature of the design professional that originally stamped the plan sheet(s) in question.
- The letter must contain the permit number and address of the project.
- A minimum of two letters are required.

For revisions to supporting documents:

- Changes must be clouded with deltas, and dated as described above.
- If changes in supporting documents result in a conflict with issued plans, the plan sheets must also be revised as described above. These must be submitted at the same time as the revised supporting documents.

Any proposed changes that result in additional work (e.g. additional valuation or square footage) to that shown on the originally issued Plans/ Permit is **not classified as a **Revision**. Any additional work requires a separate permit.*