



BUILDING PLAN REVIEW RESUBMITTAL OR REVISION FORM

Application/Permit #: _____ Planning Application #: _____
(If Applicable)

Project Address: _____

CONTACT INFO:

☐ OWNER
☐ ENGINEER

☐ ARCHITECT
☐ DESIGNER

☐ CONTRACTOR

Name: _____

Phone #: _____

Company: _____

Email: _____

Address: _____

PLEASE CHOOSE ONLY ONE OPTION BELOW:

☐ **RESUBMITTAL – ALL RESUBMITTALS MUST INCLUDE THE FOLLOWING:**

- A **COMPLETE** plan set in response to plan check comments.
- Required specifications, forms or reports in response to plan check comments.
- A Comment Response Letter with an itemized list of changes or corrections specifying the modified plan sheets (This may be addressed directly on the Plan Check Correction Letter).

☐ **REVISION – ALL REVISIONS MUST INCLUDE THE FOLLOWING:**

- **ONLY** the affected/revised plan sheets **WITH** changes clouded.
- Required specifications, forms or reports if applicable.
- A memo/bulletin to include an itemized list of the revisions.

Include Revision Description Below:

Revision Valuation: \$ _____

Visit our Customer Self Service Portal (CSS) [City of San Mateo, CA](https://cityofsanmateo.org) to upload resubmittals or revisions.

**Plans designed by an architect or engineer must be stamped and signed.*