



## 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](http://City of San Mateo, CA) to upload resubmittals or revisions.

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