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**REVISION  
PLAN SUBMITTAL REQUIREMENTS**

**NOTE:** If the Revision is deemed too extensive, a full submittal may be required. Any change to the scope of work will require a separate permit and plan review.

**General Requirements:**

- The minimum paper size is 18" x 24". Standard paper size is 24" x 36".
- Plans must be complete, legible, accurate and drawn to scale.
- Provide three (3) sets of the revised plans (or sheets) and (1) copy of the stamped and approved set of plans.
- Provide two (2) copies of the following: Structural calculations if required stamped and wet signed.
- Applications must be filled out completely on both sides and signed by applicant.
- A fee will be required at the time of submittal.

**The Cover Sheet of the plans must contain the following:**

- Name address and phone number of owner and engineer, architect or designer as appropriate (stamp and wet signature as appropriate).
- Address of proposed project with assessor's parcel number and land use zone.
- A complete description of the scope of revision.
- Identify revised areas with a "cloud".