



COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & PLANNING DIVISION

REVISION/CORRECTION SUBMITTAL FORM

Additional or revised plans or documents for an active project will not be accepted unless accompanied by this completed form. Re-submittals that do not include this form will not be processed.

SUBMITTAL REQUIREMENTS:

All revisions/correction submittals **MUST** contain the following:

- ☐ A completed City of Gig Harbor Revision/Correction submittal form
- ☐ Revised structural calculations and/or technical reports, if applicable (must be stamped by the engineer of record)
- ☐ Revised civil plans, if applicable (must be stamped by the engineer)
- ☐ A written letter to the city that shows an **itemized summary of your submittal description of each change or revision in detail** (must include sheet and detail numbers)
- ☐ All changes **MUST BE CLOUDED** or **HIGHLIGHTED** on each plan set
- ☐ Fees for 3rd submittal – when applicable

Date:		Permit Number:	
Property Address:			
Project Name:			
Contact Name:			
Phone:		Email:	

TYPE OF SUBMITTAL:

- ☐ **REVISION:** A change the applicant has made to a plan that is either:
 1. An approved plan already issued by the City for Building, Fire or Engineering only or
 2. A project under current plan review
- ☐ **CORRECTION:** An applicant response to a correction letter written by the city to the applicant

Has a permit already been issued? ☐ Yes ☐ No

Please describe revision/correction submittal: *List affected sheets***

**Re-submittal of plans to the Planning Division must be complete plan sets.

STAFF USE ONLY

RECEIVED BY:

DATE SUBMITTED: