



**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:	