



**REVISION/CORRECTION
SUBMITTAL FORM**

Date: _____ Permit No. : _____
 Submittal No. : _____

Resubmittal Requirements: All revision/correction submittals **MUST** contain the following:

1. A completed City of Rosenberg Revision/Correction submittal form;
2. TWO (2) HARDCOPIES and ONE (1) CD or emailed DIGITAL COPY (in PDF format) of CLEAN revised plans & the copy of plans that was most recently redlined by the City. Digital Copies MUST contain the ENTIRE SET of plans for the project.
3. A written letter to the City that shows an itemized summary of your submittal (must include sheet and detail numbers);
4. All changes **MUST BE CLOUDED** or **HIGHLIGHTED** on each plan set

****ABSOLUTELY NO UNBOUND PLANS WILL BE ACCEPTED – NO EXCEPTIONS!****

Property Address: _____
 Project Name: _____
 Contact Person: _____
 Phone: _____
 E-Mail: _____

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 or
 2. A project under current plan review
- () **CORRECTION:** An applicant response to a correction letter written by the City to the applicant

Permit Issued? () Yes () No

Please describe revision/correction submittal:

Sheets Affected: _____ If more than two (2) sheets will be changed, please attach a 2nd page. Revisions on issued permits only require submittal of the affected sheets.

For City Use Only:

Checked By	Approved/ Denied	Date	Initial	Comments
<input type="checkbox"/> 1. Building				
<input type="checkbox"/> 2. Fire				
<input type="checkbox"/> 3. Engineering				
<input type="checkbox"/> 4. Health				
<input type="checkbox"/> 5. Planning				
<input type="checkbox"/> 6. Utilities				