Department of Public Works
Development Review Division

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REVISION CHECKLIST FOR CUSTOMERS

SUBMITTAL REQUIREMENTS:

- **Revision submittal sheet.**
- **Justification letter. Letter of explanation for the revision that is being submitted.**
- **One set of original plans.**
- **One set of legible revised plans with red line changes.**
- **Appropriate fee. The fee is $50 per sheet being revised or added or shop drawings $100 flat fee.**

SUBMITTAL AFTER REJECTION:
- **Include the previously rejected redlines and worksheet.**

Verify the following items:

PLEASE CIRCLE YES	PLEASE CIRCLE NO	
YES	NO	Are you the Engineer that signed the original plan set? If the answer is **NO** a letter from the original Engineer authorizing plan modifications is required with this submittal.
YES	NO	Is the drainage certification signed by the engineer?
YES	NO	Do you have a letter of explanation for the revision that is being submitted? A letter or explanation is required with this submittal.
YES	NO	Do you have utility, fire, or other entity signatures on the plan approving the revision? (If applicable)
YES	NO	Are the plans clean and legible? Any plan that is not clean or legible cannot be approved for scanning.
YES	NO	Is the revision block filled out showing an accurate description of the revision?
YES	NO	Does this revision involve onsite work, onsite grading, or walls? If yes then the revision also has to be submitted to Building Dept. at Russell Road.
YES	NO	Does this revision involve structural improvements, revising structural improvements, or structural calculations? If yes then a structural submittal, review, and approval must be obtained prior to the revision submittal. Please submit the structural review and fees instead of the revision.
YES	NO	How many sheets do you have? The fee is $50 per sheet. Do you have a check for the correct amount of sheets?
YES	NO	The fee for shop drawings is $100. Do you have a check for $100?