



Application to Revise or Deferred Submittal for Building Permit # BP -

Town of Atherton
Building Department
80 Fair Oaks In
Atherton, California 94027
Phone: (650) 752-0560
Inspection requests:
(650) 752-0542

Project Address: _____

Contact Name: _____ Phone: _____

Email: _____

Scope/Description: _____

Please read carefully. Your application may be rejected if the following criteria is not met.

Are the submitted documents a **REVISION** or a **DEFERRED SUBMITTAL**
Does the revision include any additional square footage? Select: **YES** or **NO**
If yes is the additional square footage conditioned? Select: **YES** or **NO**

REVISIONS Checklist to an issued permit with approved plans must contain the following:

- ___ 1) A signed narrative letter and a detailed itemized list of the revisions with location/sheet# on the plans
- ___ 2) A digital set of the revised sheets and any calculations or supporting documents signed by the architect, engineer or designer of record
- ___ 3) All revisions are to be  clouded on the plans with a revision date and a numbered revision delta 
- ___ 4) A scan copy of the Approved set of **Field Plans** or a digital reference copy of the most recently approved revision

Deferred Submittals Checklist:

- ___ 1) A digital set of the supporting documents and any calculations.

Revisions/Deferred submittals can only be made to ISSUED plans. Minor revisions are billed at the hourly rate and major revisions that require a full building review may be billed at the standard plan review rates for new construction.

Revisions made to the approved sets of plans must be made by the architect, designer, or the engineer of record. If revisions are made to the approved sets of plans by an architect, engineer or designer other than the original designer of record, the new designer shall be responsible for all elements of the construction affected by the new design.

I have read the above checklist and have provided all the required documents

Applicant's Signature

Date