

**REVISION****DEFERRAL****Building Permit #:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_**Job Address:** \_\_\_\_\_**Tenant Name:** \_\_\_\_\_ **Suite#:** \_\_\_\_\_**Existing Description of work:** \_\_\_\_\_**Proposed Description of Work:** \_\_\_\_\_

\* A separate, itemized revision letter must be submitted with this form. The revision letter shall clearly identify each proposed change or deferral and reference the applicable plan sheet(s) or document(s). For minor revisions only, applicants may list the revisions or deferrals directly on the second page of this document in lieu of a separate revision letter. All revisions must be clearly described to allow for efficient review.

**Will Changes be made to:**

1. The project valuation  YES \$ \_\_\_\_\_  NO  
 (New Project Valuation)
2. Square footage  YES  NO      3. Floor Plan  YES  NO
4. The "Use" of the space  YES  NO      5. Occupancy Classification  YES  NO

**Applicant Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_**Company Name:** \_\_\_\_\_**Address:** \_\_\_\_\_**Email:** \_\_\_\_\_

- Building permits shall be issued prior to submitting plan revisions
- Deferrals shall be listed on the original approved and issued plan set
- Additional outside agency and/or department approval(s) may be required depending on the proposed revisions
- **If applicable, I will submit separate revisions directly to:**

CCSD Fire Dept. \_\_\_\_\_ (Initial) and Sac County Health Dept. \_\_\_\_\_ (Initial)

**Online Electronic Submittal Required**

All plans and supporting documents shall be submitted electronically using the [Building Filedrop](#).

Please reference the [Electronic Plan Review Policy \(G-19-33\)](#) for submittal guidelines. If the submittal is inconsistent with our guidelines your submittal will be returned as incomplete.

