



BUILDING CODES DIVISION REVISION TRANSMITTAL

Please complete this form when submitting information for plan review responses and other project revisions. This form, and the information it provides, helps the review process and allows us to track all the revisions related to your project.

TO: _____

FROM: _____

COMPANY: _____

PHONE: _____

E-MAIL: _____

PERMIT #: _____

SITE ADDRESS: _____

PROJECT: _____
(Project name or subdivision name and lot number)

DATE RECEIVED:

By: _____

ATTACHED ARE THE FOLLOWING ITEMS:

Copies:	Description:	Copies:	Description:
_____	Additional set(s) of plans.	_____	Revisions: _____
_____	Cross section(s) and details.	_____	Wall bracing and/or lateral analysis
_____	Floor/roof framing.	_____	Basement and retaining walls.
_____	Beam calculations.	_____	Engineer's calculations.
_____	Other (explain): _____		

Briefly describe the revisions or additional information being submitted:
