

Plan Check Resubmittal Process and Revisions to Approved set of Plans Process

Plan Check Resubmittal for any Project:

- When resubmitting plans that contain corrections for review you are required to do and provide the following:
 - Label each set accordingly (whether it is the new revised set or the red marked set)
~ Or it could be a Fire, Public Works, or Health Department Set (if applicable to your project)
 - Provide ONE RED MARKED set (the most recent Red Marked set you've picked up)
 - Provide only ONE NEW Revised Set
 - Provide a full response sheet to the list of comments (not a partial response)
~ If you are unsure what a response sheet is, it is a document you create for the plan checker informing him where in the plans that specific correction has been addressed.

Revisions to Approved sets of plans for Solar Projects:

- When submitting revisions to the approved set of plans you are required to do and provide the following:
 - Provide the ORIGINAL approved set of plans (Not a printed copy of the original)
NOTE: If the original set was lost, you must inform us that you are requesting a full plan check to be done on the set you bring in with a formal letter from your Company
 - Provide the revised sheets or set of plans (Only ONE set is required)
 - Provide a response sheet informing us what the proposed changes are
NOTE: If you are removing or adding panels you must complete an application stating that change of description to the work originally approved, it will be a supplemental to the original permit issued.

Revisions to Approved sets of plans for Residential and Commercial Projects:

- When submitting revisions to the approved set of plans you are required to do and provide the following:
 - Provide the ORIGINAL approved set of plans
 - Provide the revised sheets or set of plans (Only ONE set is required)
 - Provide a response sheet informing us what the proposed changes are