



City of Carmel-by-the-Sea  
Building Safety Division

Revision/Correction Submittal Form

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_ Permit Type: \_\_\_\_\_

Project Location: \_\_\_\_\_ Project Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Please Note: Additional or revised plans or documents for an active project will not be accepted unless accompanied by this completed form. Mailed re-submittals that do not include this form or that do not contain the correct number of copies will not be processed.**

**SUBMITTAL REQUIREMENTS**

**All revision/correction submittals MUST contain the following:**

- A completed City of Carmel Revision/Correction Submittal form (this form)
- Always submit 3 copies of revised plans and specifications.
- Revised structural calculations and/or technical reports, if applicable (must be stamped and signed by the engineer of record.
- Revised civil plans, if applicable (Must be stamped and signed by the civil engineer)
- A written letter to the City that provides an itemized summary of your submittal and description of each change or revision in detail (Must include sheet and detail numbers).
- All changes **MUST BE CLOUDED or Highlighted** on each plan set.
- Revision fee

**TYPE OF SUBMITTAL**

- REVISION:** A change the Applicant has made to a plan that is either:
  1. An approved plan already issued by the City for Building, Planning, Fire or Engineering only **OR**
  2. A project under current plan review.
- CORRECTION:** An Applicant response to a correction letter written by the City to the applicant.

Has a permit already been issued?  Yes  No

**Please describe revision/correction submittal: List affected sheets**

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Date Received: \_\_\_\_\_ Official Use Only  
Received by: \_\_\_\_\_