



Planning & Development Services
REVISION APPLICATION

Original Permit Number:	Date:
Revision Given Valuation:	Revision Number:
Project Address:	
Property Owner Name:	
Applicant/Contact Information	
Description of Revision	

How to Submit a Building Permit Revision:

1. Create a [Palo Alto Accela Citizen Access \(ACA\)](#) account if you do not have one already.
2. Start a [Building Permit Pre-Application](#) and select "Revision to Existing Building Permit" as the work type.
3. APPLY FILE: Upload this application form and a revision letter detailing the changes made on each sheet.
Use filename: C1_ADDRESS_APPLY
4. PLAN FILE: Upload plans (revised & new sheets only, in PDF format). Delta cloud and tag all revisions.
Use filename: C1_ADDRESS_PLAN
5. DOCS FILE: Upload all other supporting documents and specifications.
Use filename: C1_ADDRESS_DOCS