



COMMUNITY DEVELOPMENT DEPARTMENT
Building Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

Intake Form

☐ **Deferred***

☐ **Revision****

Date: _____

Building Permit #: _____

Job Site Address: _____

Project Scope of Work: _____

Description: _____

Items required for Building Plan Revision Submittals

Plan Sets: All revisions to the issued plans must:

- Be made on the plan sheets affected. 8.5" x 11" sheets (including RFIs, sketches, or photos) are not acceptable.
- Be clouded and identified with a designated delta symbol & revision date.
- Be stamped and signed by the same licensed design professional who signed the issued permit set.
- Include only the revised plan sheets in the submittal.

Summarizing Letter: Provide a letter summarizing the changes made to each revised plan sheet and/or supporting document page for all applicable disciplines.

Supporting documents: If supporting documents are revised, provide the revised versions. All revisions must be clearly clouded.

Project Contact: _____

Title: _____ License #: (if applicable) _____

Email: _____ Phone #: _____

Of Plans Submitted: _____ (Paper Only) Submitted To: _____

I understand that I am responsible for all plan review fees that I incur during the course of this additional plan review. Deferred and Revision submittal reviews will be charged at an hourly rate of \$178.00. An invoice will be provided upon completion of the plan review. I further understand that approved plans will not be issued until all associated fees are paid, and that any unpaid invoices may result in delay to the final approval of the subject project.

Applicant Signature: _____ **Date:** _____

***DEFERRED SUBMITTALS MUST BE SUBMITTED FOR REVIEW BEFORE THE MAIN PROJECT IS FINALED.**

****REVISIONS MAY ONLY BE SUBMITTED FOR REVIEW AFTER THE MAIN PROJECT PLANS HAVE BEEN APPROVED AND ISSUED.**

Staff Use Only

Discipline:	Building	Structural	Outside Plan Check	Planning	Public Works	Water/Wastewater	Electric Utility	Other
Route To (Check Box):								