

POST REVISION

Submittal Checklist



A post revision is a change to the Approved Plans during construction. You must first get approval from the City of Edgewood prior to deviation of the Approved Plans. Post Revisions must include all items listed on this checklist.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Revision Narrative	☐
2	Revised Construction Plan Sheets	☐
3	Other Revised Documents	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

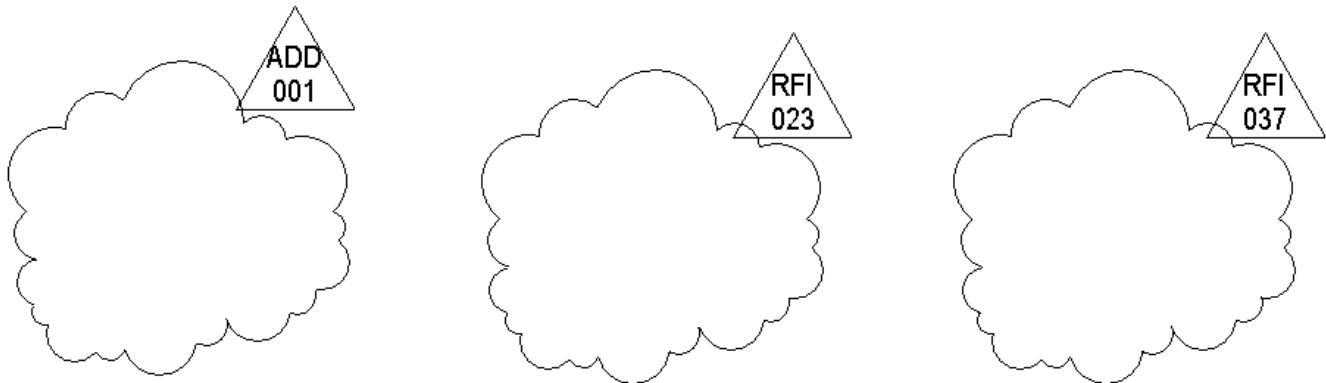
1. Revision Narrative – The narrative must include each revised element to be reviewed. The narrative shall call out the document and page number where each revision can be located. Revisions to plans designed by an architect or engineer must include a written narrative from the licensed professional.
2. Revised Construction Plan Sheets – Revised construction plan sheets shall be submitted in correlation to the Revision Narrative. Revisions shall be clearly marked with the following:
 - a. Clouding of Revision - All changes on revised documents must be clouded so that staff know where the changes were made on the drawings.
 - b. Delta Revision Number – See **Example 1 on next page*.
 - c. ~~Delta Revision Legend~~ – See **Example 2 on next page*.
 - i. Revision Number
 - ii. Description of Change
 - iii. Date of Revision

Entire Plan Set – The City would generally prefer just the revised sheets provided for each post revision. This allows for a more expeditious review and reduces the hourly review cost paid by the applicant. The applicant must provide clouding and a written narrative for all changes to the last City approved plan set on every sheet. If an entire plan set is submitted, the revision narrative shall address the reason why a whole plan set is required to be reviewed.

3. Other Revised Documents – Other revised documents may include, but not limited to:

- a. Structural Calculations
- b. Engineers Truss Drawings
- c. Sanitary Connection
- d. Energy Code Compliance
- e. [Mechanical Fixture Count](#)
- f. [Plumbing Fixture Count](#)

*Example 1 – Delta Revision Number



*Example 2 – Delta Revision Legend

No.	Description	Date
	Design Developement	6-13-11
	Construction Documents	7-30-11
1	Addendum #1	8-04-11
	Permit Set	8-10-11
2	RFI #001	8-16-11

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	
3	