



City of St. Helena
Community Development Department
Building Division

For assistance email:
building@cityofsthelena.gov

SUBMIT ALL APPLICATIONS ON Etrakit

<https://sthln-trk.aspgov.com/eTRAKiT/>

REVISIONS TO BUILDING PERMIT

BUILDING PERMIT # _____
PARENT PL# _____ PARENT BD# _____
SUB BD# _____ SUB BD# _____
FD# _____ PW# _____

This form must be filled out and returned with along with a revision letter that explains the changes in scope of work. All changes must be clearly identified in the plans by revision cloud and delta, and on the revision letter.

Please resubmit a new and complete, signed and stamped sets of plans. Partial or incomplete resubmittals will not be accepted.

There will be a minimum 1hr. plan check fee charged. Additional fees may be assessed upon re-issuance of the permit, depending on the scope of changes and review time.

Revised plans will be reviewed for conformance with adopted codes and standards by Building, Planning, Public Works and Fire Departments as needed for the project.

Plan review for comments is (up to) 28 working days. Subsequent plan review for resubmittals is also up to 28 working days.

Please be aware that revisions to projects that received Planning Commission approval may trigger a need to obtain additional/discretionary approvals from the Planning Commission.



I understand that the information provided clearly represents all the revisions to the submittal. Any changes to the plans and documents that are not clearly clouded may cause the plan check to be delayed. Non-response to comments will generate additional comment letters.

SIGNATURE: _____ **DATE:** _____