



Community Development Department – Transmittal Form

Use this form when submitting additional information for an application or revisions to an existing permit

Building Division

Planning Division

Note: additional plan review, permit, or application fees may be due as a result of this transmittal

Date: _____ Permit Number: _____

Building Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

This transmittal is regarding: (check all that apply)

- Plan Review Response Item – Permit has *not* been issued. Response to Plans Examiners corrections
- Plan revision – Permit has been issued. Minor change to scope of work
- Manufacturer’s spec sheets/product information
- Request for modification
- Alternative materials, design and method of construction or equipment
- Deferred submittal
- Special Inspections Application or Reports
- Improvement Location Certificate (ILC)
- Material or color sample
- Other: _____

Signature: _____

For staff use only

- Required agency approvals obtained Received by: _____ Date: _____
- Applicable fees paid
- Other: _____
- Transmittal process completed; by: _____ Date: _____