



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** (\$20 fee for administrative review)

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: _____

Description of modifications: _____

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.

Note. Applicant may be required to obtain Planning Commission approval depending on the scope of the proposed modifications. Contact Planning Division for more information.

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: _____