

These are the submittal requirements to log in a Master Plan Review to then become a type-approved (TA) residential structure (single-family homes, duplexes, and IRC townhomes), after the Master plans have been approved. The first checklist applies to the Master submittal and the checklist on page 3 applies to each TA submittal. Building code policies referenced herein are available for download at www.denvergov.org/buildingcode.

Submit by email: PlanReview@denvergov.org

- Save all files as PDFs.
- Combine plans into one PDF file if they were all prepared by the same individual. Otherwise, attach separate files for each discipline in order to preserve the encrypted digital signatures.
- All drawings must be scalable and legible. No JPEGs or other non-PDF file types can be reviewed.
- Make sure all email attachments use the following naming convention: **<DocumentName>_<Address>_<Date>**
 Examples:
 Permit Application | Application_201WColfax_9-26-2017
 Separate plans (by trade) | ArchPlans_201WColfax_9-26-2017; StrucPlans_201WColfax_9-26-2017; etc.
 Prior reviews/approvals | Landmark_201WColfax_9-26-2017
 Reports, surveys, etc. | SoilsReport_201WColfax_9-26-2017

Check the status of your plan review at www.denvergov.org/epermits.

Master Submittals

The Master Plan Review submittal must include the items listed below. All paper submittals must be bound. The minimum paper size for plans is 11" x 17", except IRC townhomes, which have a minimum paper size for plans of 24" x 36".

Signature Requirements

In the Master submittal, all architectural, structural, and electrical drawings (and any other reports, surveys, or plans) prepared by an architect, engineer, or surveyor must be signed and sealed by that individual.

- Hard copies submitted at the permit counter can have a printed seal, but must have an original signature.
- Emailed documents must have a valid electronic signature. Please request our quick guide for creating valid electronic signatures if this is not something you have done before.

Items	Does this need to be signed & sealed? <i>(email and paper submissions)</i>	# of hard copies <i>(paper submissions only)</i>
A Master/TA permit application form (located on page 5)		1
A valid, legal address already assigned and legal description		1
An Affordable Housing Fee application (located on page 8)		1
A Statement of Valuation form (located on page 11)		1
A Master list of all options per model type, including foundation type, floor area, building height, exterior materials, and patio and deck areas. (A checklist of items to include on the Master Options List is located on page 7.)		1

Items (continued)	Does this need to be signed & sealed? <i>(email and paper submissions)</i>	# of hard copies <i>(paper submissions only)</i>
Soils report: See TA soils report entry for more information.	Yes	1
Survey/Plot plan: Submit a survey for each zone lot or parcel, containing the address and legal description for that lot, per DBC Section 133.4.	Yes	2
<p>Site plan(s): Include the address and legal description for the site-specific zone lot/parcel you are submitting as part of the Master. Show the distance from the property or parcel lines to all structures on each lot or parcel, show the location of all fences, and the location of any air-conditioning units to be included in the permit.</p> <ul style="list-style-type: none"> Setback verification dimensions are required if a structure is within 1 foot of a zoning setback or a required building separation. If the new structure is within 1 foot of a zoning setback, you must also submit wall section drawings showing the distances to property lines from the furthest projection of the exterior wall, the outside face of the foundation wall, and the furthest projection of any overhangs, eaves, etc. See building code policy <i>ADMIN 133.3</i>. 	Yes (if prepared by a design professional)	4 (only 3 needed for IRC townhomes)
Floor plans for each elevation option*: Label all rooms, and on the site-specific floor plan, circle all options included for the dwelling unit and cross out those that do not apply. For garage options, provide garage floor plan(s) and site-specific options.	Yes* (if prepared by a design professional)	4 (only 3 for townhomes)
Elevation plans for each model under the Master Plan Review*. Show all sides and all options, including garages. On site-specific elevation plans, circle all options included for that dwelling unit and cross out the options that do not apply.	Yes* (if prepared by a design professional)	4 (only 3 for townhomes)
Structural framing and foundation plans: Show all floor plan variations for dwellings and garages. Include a site-specific foundation set for the Master address.	Yes	2
For IRC Townhouses only: Include an electrical one-line diagram; service and dwelling unit panels' load calculations and analyses for each building type; and typical dwelling unit floor plans indicating locations of service equipment and unit panels.	Yes	2
<p>Include energy code compliance: The worst-case building exposure scenario must be identified and IECC compliance based on this condition (per building code policy <i>IECC R101, R103 and IRC Chapter 11</i>). Submit these energy code documents:</p> <ol style="list-style-type: none"> Method of IECC compliance (e.g., prescriptive, performance, ERI) listed on plans Two copies of an IECC compliance report, which could be RESCHECK (including the inspection checklist), RESnet HERS, or the IRC/IECC tables Two copies of the ACCA Manual J and S calculation packages for new HVAC equipment sizing and Manual D calculations for new ducts 	Yes	As noted in Item text
Indicate if shoring is required per building code policy <i>ADMIN 130.2A</i>		
Indicate how the individual units of a multi-unit project satisfy Colorado Revised Statutes Title 9 Article 5 - Standards for Accessible Housing (details on page 4)		
You must receive a Sewer Use & Drainage Permit (SUDP) before the building permit will be released. Visit www.denvergov.org/SUDP for complete instructions.		

* To use unstamped architectural plans in the TA submittal, the architect must also identify all lots or phases included in the scope of the Master plans by submitting a signed and sealed letter or boundary map that specifies which lots are granted permission to use unstamped architectural plans. **If this is missing, the architectural plans submitted for a TA will need to be signed/sealed.**

Type-Approved (TA) Submittals

The TA submittal must include the documents listed below and on page 4. All paper submittals must be bound. The minimum paper size for plans is 11" x 17", except IRC townhomes, which have a minimum size of 24" x 36".

Signature Requirements

In the TA submittal, all architectural, structural, and electrical drawings (and any other reports, surveys, or plans) prepared by a Colorado registered design professional that are NEW or CHANGED from the Master submittal must be signed and sealed by that individual.

- Hard copies submitted at the permit counter can have a printed seal but must have an original signature.
- Emailed documents must have a valid electronic signature. Please request our quick guide for creating valid electronic signatures if this is not something you have done before.

For documents that are submitted UNCHANGED or where the only new markings are circles/call-outs to identify which site-specific option was selected, you may submit copies of the signed originals with the circles/call-outs drawn on top.

	Items	Does this need to be signed & sealed? <i>(email and paper submissions)</i>	# of hard copies <i>(paper submissions only)</i>
	An application form (located on page 5)		1
	A legal address already assigned and legal description (including any ADUs)		1
	An Affordable Housing Fee application (located on page 8)		1
	A Statement of Valuation form (located on page 11)		1
	<p>NOTES: The construction drawings below can be a duplicate of the approved Master plans, with all site-specific options circled, <u>if they include</u> a copy of the architect's signed/sealed letter or boundary map identifying the lots approved to use unstamped architectural plans as approved in the Master. If approval from the architect to use unstamped plans is missing, these will need to be signed/sealed.</p> <ul style="list-style-type: none"> • Architectural floor plans with the address-specific options circled • Architectural building elevations with the address-specific options circled 	Depends – See item notes to the left.	4 (only 3 for townhomes)
	Structural foundation drawings for dwellings and garages	Yes	2
	<p>A soils report for the property using either Option 1 or 2 below.</p> <ul style="list-style-type: none"> • Option 1: Provide a copy of the soils report originally submitted with the Master construction documents, <u>if</u> this report contained a full description of the soil testing data and foundation design parameters for the geographical area associated with the TA's construction drawings. • Option 2: Submit a site-specific soils report for every TA. 	Yes	1
	A copy of the field survey/plot plan for the TA's address-specific lot or parcel		2

Items (continued)	Does this need to be signed & sealed? <i>(email and paper submissions)</i>	# of hard copies <i>(paper submissions only)</i>
A site plan with an address and legal description for the TA dwelling unit(s). Show distances from the property and/or parcel lines to all structures on the lot, fence locations, and the location of air-conditioning units if included in the permit. NOTES: The site plan must be signed and sealed if it was prepared by a design professional OR if the survey submitted for the TA is <u>not</u> signed. <ul style="list-style-type: none"> • Setback verification dimensions are required if a structure is within 1 foot of a zoning setback or a required building separation. If the new structure is within 1 foot of a zoning setback, you must also submit wall section drawings showing the distances to property lines from the furthest projection of the exterior wall, the outside face of the foundation wall, and the furthest projection of any overhangs, eaves, etc. See building code policy <i>ADMIN 133.3</i>. 	Yes (See item notes to the left for details.)	4
Energy code compliance: Submit copies of the Master-plan-approved IECC documentation, per building code policy <i>IECC R101, R103 and IRC Chapter 11</i>		1
Indicate if shoring is required per building code policy <i>ADMIN 130.2A</i> .		
Indicate how the TA unit fits into the Master’s accessible housing implementation plan		
You must receive a Sewer Use & Drainage Permit (SUDP) before the building permit will be released. Visit www.denvergov.org/SUDP for complete instructions.		
Additional requirements for IRC townhomes only: <ul style="list-style-type: none"> • Address-specific electrical plans that include the calculated short-circuit current for each TA building’s service equipment and for each dwelling unit’s panel. Indicate the ampere-interrupting-capacity ratings for the service equipment overcurrent protection and the overcurrent protection for each unit’s panel. • A copy of the electrical Master floor plan and electrical load analyses • In addition to the TA’s foundation plans and details, please note on the foundation plans whether the TA foundation design matches the approved Master. If it differs, provide structural calculations with the structural foundation drawings. • Changes to the Master plans cannot be part of the TA. They must be logged in as modified drawings to the original Master log number, with all changes clouded. Provide revised load calculations, supplemental structural calculations, etc. 	Yes Yes Yes	 2 2 2 2

REQUIREMENT TO PROVIDE ACCESSIBLE HOUSING

Accessible dwelling units must be provided in accordance with Colorado Revised Statutes Title 9 Article 5 - Standards for Accessible Housing (CRS 9-5). Privately funded projects for the construction of a detached residence or residences or other types of residential property containing less than seven residential units are exempt from the requirements of CRS 9-5. The builder of any project regulated by CRS 9-5 must create an implementation plan that guarantees the timely and evenly phased delivery of the required number of accessible units. Such plan shall clearly specify the number and type of units required and the order in which they are to be completed. Such implementation plan shall be subject to approval by the building official. The implementation plan shall not be approved if more than 30% of the project is intended to be completed without providing a portion of accessible units required by section 9-5-105; except that, if an undue hardship can be demonstrated, or other guarantees provided are deemed sufficient, the building official may grant exceptions to this requirement. The implementation plan shall be approved by the building official before a building permit is issued.

Master and Type-Approved Building Application

Property Information

Property Address: _____ Land Area: _____

Lot: _____ Block: _____ Subdivision: _____

Corner Interior Zone District: _____

New Master Review: _____ or Type-Approved to which Master Log: _____

Model or Plan Name: _____ Elevation: _____

Owner Information

Name: _____ Phone: _____

Company Name: _____ Company Address: _____

E-mail Address: _____ Contractor's License Number: _____

Architect Name: _____ License #: _____

Engineer Name: _____ P.E. #: _____

Soils Engineer: _____ P.E. #: _____

Soils Report Company Name & Report Number: _____

Project Description

<input type="checkbox"/> Single-family dwelling with _____ stories	<input type="checkbox"/> Attached garage with _____ square feet
<input type="checkbox"/> Duplex dwelling with _____ stories	<input type="checkbox"/> Detached garage with _____ square feet
<input type="checkbox"/> Crawlspace with _____ square feet	<input type="checkbox"/> Rooftop deck with _____ square feet
<input type="checkbox"/> Unfinished basement with _____ square feet	<input type="checkbox"/> Air conditioner. How many units: _____
<input type="checkbox"/> Finished basement with _____ square feet	
<input type="checkbox"/> Walkout basement with _____ square feet	
<input type="checkbox"/> First floor with _____ square feet	
<input type="checkbox"/> Second floor with _____ square feet	
<input type="checkbox"/> Third floor with _____ square feet	

Accessory Dwelling Unit (ADU) Information

<input type="checkbox"/> Crawlspace with _____ square feet	<input type="checkbox"/> First floor with _____ square feet
<input type="checkbox"/> Finished basement with _____ square feet	<input type="checkbox"/> Second floor with _____ square feet
<input type="checkbox"/> Unfinished basement with _____ square feet	<input type="checkbox"/> Garage with _____ square feet

What is the building footprint/coverage (including all structures on the lot)? _____ square feet

What is the gross floor area of all floors (basement, main, second)? _____ square feet

Construction Details for Primary Structure

Is a basement perimeter drainage system installed? Yes No

Does a soils report require a system to be installed? Yes No

Method of crawl space ventilation: _____

Basement Floor: Concrete Slab-On-Grade Structural System on Crawl Space or Over Void

Structural System (Description): _____

Foundation System Type

Spread Footing
 Drilled Piers
 Interrupted Spread Footing
 Post-Tensioned slab on grade
 Thickened Edge Slab on Grade
 Foundation Depth: _____ feet Foundation System Comments: _____
 Footer Size: _____ x _____ Sill Plate Size: _____

Floor and Wall Framing Systems

First Floor: _____ at _____ on center
 Second Floor: _____ at _____ on center
 Third Floor: _____ at _____ on center
 Wall Framing: _____ at _____ on center
 Describe the fire-rated construction: _____
 Wall Sheathing: _____ Wall Insulation: _____
 Exterior Wall Finish Surface: _____ Height of side walls to top plate: _____
 Top Plate: Double 2 x _____ Ceiling Joists: 2 x _____ at _____ on center
 Ceiling Height: _____ feet _____ inches Span: _____ feet _____ inches

Roof Construction

Trusses or 2 x _____ rafters spaced _____ on center Ridge Board: 1 x _____
 Sheathing: _____ Ceiling Insulation: _____
 Projection of Eaves: Front _____ Left Side _____ Rear _____ Right Side _____
 Type of Roof: Hip Gable Flat Other
 Height of structure from grade or base plane to highest roof line: _____

Construction Details for Accessory Structure(s)

Garage Information:

Header () _____ x _____ Garage Door Width: _____ Shear Wall Width: _____
 Dimensions of garage: (feet and inches) _____ by _____ Garage Height: _____

Fence Information

Height from highest grade: _____ feet
 Wing Fence. Describe location: _____
 Perimeter Fence. Describe location: _____

List any other options/notes for this model:

What to Include on a “Master Options List” for Master Plan Review Projects

Attach separate pages to this application that list each option available under the Master. Include the information listed below for each option.

Names and contact information for the developer, architect, structural engineer, and soils engineer

Subdivision area

Site development name

International code used

Denver Building Code Amendments used

Master address

Model name and number of elevation types, for example:

“2-story, single-unit dwelling with attached 3-car tandem garage with standard unfinished basement”

Elevation A - Hip / gable roof, total height: xx' x", Overhangs: xx" all sides

Corrugated metal panel w/metal trim xx" Lap siding w/ xx X xx corners trim, xx" vertical grooved panel siding & xx X xx corner trim, Smooth panel w/ xx X xx" trim @ xx" O.C. w/ xx X xx corners trim, xx metal tube railing

Main Floor: xx sf, Second floor xx sf,

Standard unfinished basement: xx sf, Opt. finished basement: xx sf,

Optional 2nd floor bonus room/ suite with xx sf

Total gross floor area of main and upper floor: xx sf

3-car tandem garage: xx sf

Covered front porch with xx sf

Foundation details

Footer

Foundation depth from grade

Concrete foundation pad sizes, if applicable

Garage dimensions

Wall thickness

Slab-on-grade thickness

Framing details

Framing (type, on-center spacing, and T&G) for each floor

Exterior wall construction (material, size, on-center spacing, and sheathing size)

Wall insulation

Fire-rated walls

Roof details

Engineered trusses (type, on-center spacing, and sheathing size)

Ceiling insulation R-values

Garage details

Garage size

Garage door size

Header size

Sheer wall size

Garage overall height

Please note: If exterior walls are between 3 and 5 feet from the property line, provide the total wall area and the total wall openings area *on the construction documents*. Wall openings area cannot exceed 25% of the wall area. Keep in mind: Openings are not allowed if the wall is located within 3 feet from the property line, and overhangs are not allowed within 2 feet from the property line if the project is not meeting footnotes in the 2015 IRC.

LOG #: _____

This application is **required for all projects being logged in for review (new construction and existing buildings)**. The purpose of this application is to document the information required for compliance with Denver’s Affordable Housing Linkage Fee, which must be paid at the time of building permit issuance.

I. CONTACT INFORMATION	
Name:	Phone Number:
Email:	
Project Address:	Project Record Number(s) and Type: <i>Indicate record number type (e.g., Project Master, Concept, Zoning)</i>

II. PROJECT TYPE
Which of the following best describes your project? (Select one.)
<input type="checkbox"/> New structure <input type="checkbox"/> Existing building with no new floor area* <input type="checkbox"/> Addition to existing structure <input type="checkbox"/> Shoring and excavation only*
<i>*If existing building with no new floor area or shoring/excavation only, no further information is needed. Skip to the end and sign/date.</i>
Will you be seeking phased building permits (such as foundation and superstructure)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your project seeking foundation-only permits with a manufactured structure(s) that will be permitted by the State of Colorado? <i>If yes, housing fees must be paid with the foundation permit and information provided below for use and gross floor area.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No

III. USE AND GROSS FLOOR AREA

- For new structures:** List the gross floor area (as calculated per Denver Zoning Code 13.3) for your project by use type.
- Do not include areas used for parking.
 - If your project is mixed-use, provide the gross floor area for each use type.
- For additions to existing buildings:** List the gross floor area (as calculated per Denver Zoning Code 13.3) for your addition by use type.
- Only list the floor area that will be new; do not include the square footage of the existing structure.
 - Do not include areas used for parking.
 - If your project is mixed-use, provide the gross floor area for each use type.

Use Classification Type	Gross Floor Area (for <u>new</u> area only)
Multi-unit dwellings [†] designed and regulated under the International Building Code	
Single-unit, two-unit or multi-unit dwellings [†] designed and regulated under the International Residential Code, or any primary residential use other than multi-unit dwellings regulated under the International Building Code	
Commercial sales, services and repair	
Civic, public or institutional	
Industrial, manufacturing and wholesale	
Agricultural	

[†]Multi-unit dwellings receiving multiple permits (IRC townhomes) must provide gross floor area **per unit**. Use a separate sheet if necessary.

IV. INCENTIVES FOR AFFORDABLE HOUSING IN CERTAIN ZONE DISTRICTS/OVERLAYS

Is your project using incentives for affordable housing, such as building to a taller height or greater floor area in exchange for providing or funding affordable housing? (*Currently only available in the 38th & Blake Station Area Incentive Overlay District [IO-1]*)

Yes No

If yes, please skip Section V. (below) of this application, and instead, please fill out and attach the “Incentives for Affordable Housing” supplement available at www.denvergov.org/AffordableHousingFee.

V. AFFORDABLE HOUSING LINKAGE FEE EXCEPTIONS

Does the affordable housing linkage fee apply to your project? Yes No*

*If you mark “no,” you must check at least one of the following exceptions and submit the requested documentation with this application.

Check here if the exception applies	Exceptions <i>Fill in blanks and note where additional information will need to be submitted.</i>
A	Submitted a concept site development plan prior to 12/30/2016 Date submitted: _____ Concept #: _____ Project Master #: _____
B	Project is part of a property subject to an affordable housing plan or other preexisting contractual commitment or covenant to construct affordable housing Project name: _____ Plan recordation number: _____ Submit a copy of the recorded affordable housing plan, contractual commitment or covenant
C	Project has an affordable housing obligation from zoning Provide zoning ordinance number that contains this obligation: _____
D	Project entails residential dwelling units being built by a charitable, religious or other non-profit entity that are deed-restricted to ensure affordability Submit a copy of the covenant, land use restriction agreement or instrument of affordability, and evidence of 501(c)(3) status.
E	This is an affordable housing project constructed with the support of federal, state or local financial resources. Submit evidence of the federal, state or local financial resources and a copy of one of the following: (a) covenant or land use restriction agreement, (b) instrument of affordability, (c) HUD contract or similar, or (d) evidence that the project is being developed by the Denver Housing Authority.
F	This is a non-residential project by a charitable, religious or other non-profit to be used primarily to provide housing, shelter, housing assistance or related services to low-income households or persons experiencing homelessness. Submit evidence of 501(c)(3) status, the organization’s mission statement, and a description of the project.
G	This is construction by or on behalf of the federal, state or local government, or any department or agency thereof, that will be used solely for a governmental or educational purpose. Submit a description of how the project will be used for a governmental or educational purpose and proof of property ownership via a deed or lease that documents ownership and/or use.
H	This is a reconstruction of a structure that was destroyed due to a natural or manmade involuntary disaster. Submit an insurance report, report from Denver Police, report from Denver Fire or similar.
I	This is an addition of 400 square feet or less to an existing single-family or duplex structure. Plans submitted for building and zoning review must clearly outline the addition with square footage information and dimensions to verify the addition meets this requirement as well as provide evidence that the existing structure is only a single-unit or two-unit dwelling.
J	This project is for an Accessory Dwelling Unit (ADU). Plans submitted for building/zoning review must clearly indicate the structure is an ADU, and submit evidence of the status of the primary structure to ensure what is being built is not an additional primary structure on the lot.

K	This project is meeting the “build alternative,” per the Affordable Housing Linkage Fee Ordinance 2016-0625. Submit a copy of the agreement/affordable housing plan from the Office of Economic Development (OED) to prove the build alternative is being met.
L	OED has granted a waiver or fee reduction for a non-residential project due to proof of lack of employment impact. Submit the approved waiver from OED indicating that the project is subject to either a reduced or waived fee. Be advised that, if the fee is reduced, the reduced fee will still be due at the time of building permit issuance.
M	This submittal is for modified drawings for a project under construction that does not increase square footage. Original log number:

VI. CUSTOMER ACKNOWLEDGEMENT

I acknowledge that I have the authority to submit the information in this application on behalf of the project located at (project address) _____, and that the information provided in and attached with this application is true and reliable. I am aware that, per the Affordable Housing Linkage Fee Ordinance 2016-0625, the affordable housing linkage fee amount applicable to my project will be assessed alongside standard permit fees and is due in full at the time my building permit(s) is issued. I acknowledge I will be unable to receive a building permit if the fee is not paid.

Print Name	Signature	Date

STAFF USE ONLY	
Use Classification and GFA verified by checking zoning use permit or SDP:	
Verified that the separate “Incentives” application is attached, if “yes” is checked in Section IV.	

Exception Review and Approval (if requested)
Exception request paperwork verified and input into Accela (name of staff and date):
<input type="checkbox"/> Exception Approved <input type="checkbox"/> Exception Denied
Reason:

Statement of Valuation Form

Project Address: _____

Plan review and permit fees are based on your project valuation. Visit www.denvergov.org/dsfees for fee schedules.

Notes:

1. Valuation is based on the total replacement cost to the owner (include labor, profit, overhead, materials, equipment and installation).
2. Batt insulation in floors and roofs, and all wall insulation, shall be included with the valuation for the permit.
3. The provided valuation will be checked against current construction costs provided by the International Code Council, Engineering News Records or other means available to determine if the valuation is in line with current market costs.

SINGLE FAMILY			DUPLEX			IRC TOWNHOME		
TYPE OF WORK	PERMIT TYPE	AMOUNT	TYPE OF WORK	PERMIT TYPE	AMOUNT	TYPE OF WORK	PERMIT TYPE	AMOUNT
Construction	RESCON	\$	Construction per dwelling unit	RESCON	\$	Construction per dwelling unit	RESCON	\$
Detached garage ¹	RESCON	\$	Detached garage ¹ per dwelling unit	RESCON	\$	Detached garage ¹ per dwelling unit	RESCON	\$
Shoring ¹	RESCON	\$	Shoring ¹	RESCON	\$	Electrical	ELEC	\$

Footnote to Table Entries: 1. If applicable, detached garage and shoring permits will be issued separately from the construction permit. Shoring is also a separate permit for IRC townhomes but is not included here because it must be submitted separately from the main project.

RESCON Construction Valuation Total	\$
Other Permit(s) Valuation Total (Other permits include ELEC, PUMB, BoilerAC, MECH and ROOF)	\$
Zoning Construction Valuation Total (RESCON plus Other Permit(s))	\$
Project Gross Square Footage (For ICC Verification)	

Signature of Owner or Authorized Owner Representative _____

Full Name (Print) _____ Date _____

Resubmittals

Each resubmittal set must be bound. Loose plan sheets and incomplete resubmittals will not be accepted.

Submit hard copies to the “Resubmittals” line at the permit counter, or if you initially submitted plans via email, submit revised documents to PlanReview@denvergov.org. **You cannot resubmit by email if you submitted hard copies initially.**

Resubmittal Checklist

- ___ Your log number, date, and name(s) of the plan reviewer who needs to see the resubmittal.
- ___ Written response(s) (letter format) that address each and every comment from the plan review team. Incomplete resubmittals that do not address all comments will be turned away until they are ready for submission.
- ___ Revised drawings with all changes clouded or marked. Submit 4 hard copies of only sheets that have revisions, separated and stapled, or 1 digital copy of the entire relevant plan set (not just individual sheets). As with the initial submittal, revised drawings must be signed and stamped by the licensed professional who prepared them.
- ___ Make sure all email attachments are saved as PDFs and use the following naming convention:
<DocumentName>_<Address>_<Date> (Example: ResubmittalSlip_201WColfax_9-26-2017.pdf)

NOTE: Verify that your permit has not been issued. If the permit has been issued, you cannot do a resubmittal. Instead, you will need to submit “modified drawings” to Log In for review for a new permit. You will get a new log number.

Resubmittal Slip (Only needed for hard copy resubmittals)

LOG # _____ RESUBMITTED ON _____
(Today’s Date)

1. Check all that apply (only boxes and people checked will receive a notice).
2. If the permit has been issued, you must make a new log-in submittal (it’s not a resubmittal; it’s modified drawings).

- | | | |
|--|---|---|
| <input type="checkbox"/> ARCHITECTURAL | <input type="checkbox"/> ENVIRO. HEALTH | <input type="checkbox"/> FIRE DEPT. |
| <input type="checkbox"/> STRUCTURAL | <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> RESIDENTIAL |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> TRANSPORTATION |
| <input type="checkbox"/> LANDMARK | | <input type="checkbox"/> ZONING |

- | | | |
|---------------------|--------------------------|---------------------------|
| ___ Abu-Jaber, Amir | ___ Gallaher, Kirk | ___ Pica, Bret |
| ___ Anderson, Vince | ___ Gillespie, Shaunette | ___ Peetz, Keith |
| ___ Andrzejuk, Adam | ___ Hill, David | ___ Reid, Sophia |
| ___ Bartel, Chuck | ___ Iwanski, Lori | ___ Renn, David |
| ___ Boncich, Danny | ___ Kirby, Tim | ___ SAFEbuilt |
| ___ Browning, Eric | ___ Kocman, Ed | ___ Schellhase, Street |
| ___ Campbell, Mark | ___ Krausz, Daniel | ___ Simpson, Kevin |
| ___ Carlson, David | ___ Lanz, J D | ___ Sobey, Jim |
| ___ Caro, Tony | ___ Lieu, Kevin | ___ Stephens, Thaddeus |
| ___ Champagne, Joel | ___ Lukus, Brian | ___ Trujillo, Bridgette |
| ___ Choury, Melissa | ___ McQuinn, Jessica | ___ Waite, Greg |
| ___ Clark, Dave | ___ Neumann, Claude | ___ Walton, Michael |
| ___ Cole, Kendra | ___ Ornelas, Reynaldo | ___ Weldemichael, Kefelew |
| ___ Emerick, Brad | ___ Ostrander, Keith | ___ Yanong, Allen |
| ___ Fox, Keith | ___ Pafford, Carol | ___ Young, Rodger |
| | ___ Patterson, Chris | ___ Other: |