

Intake Form

Deferred*

Revision

New Plan Check #: _____ **Date:** _____

Issued Plans Plan Check #: _____

Job Address: _____

Project Name: _____

Description: _____

Discipline:	Building	L/S	Plum.	Mech.	Elec.	Fire	Planning	DE	UT	Landsc.
Route To:										

Items required for Building Plan Revision Submittals

Supporting documents: A letter summarizing the changes made to each plan sheet or supporting document page for all applicable disciplines. If there are revisions to the supporting documents, the revised supporting documents shall be uploaded. All revisions must be clouded.

Plan Sets: The applicable sheets must be reproduced exactly as the issued copy, but without City stamps. Photocopies of the issued plan sets with City stamps are not acceptable. All revisions to the issued plans must:

- Be made on the plan sheets affected. 8.5x11 sheets (including RFIs, sketches, or photos) are not acceptable.
- Be clouded with a designated delta symbol and date.
- Be stamped and signed by the same licensed design professional as the issued permit set.

Project Contact: _____

Title: _____ **License #:** *(if applicable)* _____

Email: _____ **Phone #:** _____

of Plans Submitted: _____ **Submitted To:** _____

I understand that I am responsible for all plan check fees that I incur during the course of this additional plan check and that any approval plans not claimed and paid for within 3 months of notification will be disposed of and an invoice procedure for the amount due will be initiated. I further understand that an unclaimed deferral may result in delay of final approval for the subject project.

Applicant Signature: _____ **Date:** _____

Please note that once this document is submitted to the City of Sacramento, your information may be subject to the Public Records Request Act. However, the City will not sell your data or information for any purpose.

**DEFERRED PLANS MAY ONLY BE SUBMITTED FOR REVIEW AFTER THE MAIN PROJECT PLANS HAVE BEEN APPROVED AND ISSUED.*