



City of Hollister
Community Development Department
Building Division

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Hollister.ca.gov

For Department Use Only
 Date Received:

PLAN REVISION FORM

IN ORDER TO APPROPRIATELY PROCESS PLAN REVISION REQUESTS THIS FORM SHALL BE COMPLETED IN ITS ENTIRETY BY EITHER THE DESIGN PROFESSIONAL OF RECORD OR THE PERMIT HOLDER.

| | |
|--------------------------|----------|
| BUILDING PERMIT # | DATE: |
| JOB ADDRESS: | |
| PROJECT SCOPE OF WORK: | |
| PERMIT APPLICANT NAME: | |
| EMAIL: | PHONE #: |
| REVISION DELTA AND DATE: | |

ITEMS REQUIRED FOR BUILDING PLAN REVISION SUBMITTALS

Revision Letter: A letter from the design professional of record required detailing all revisions by listing the sheet number and description of the change/s. Alternatively, for smaller residential projects the applicant may complete the attached Summary of Changes for plans that were not designed by a design professional.

Supporting Documents: Provide all supporting documents that are affected by the revision.

All revision documents must be clouded with delta dates.

Plan Sets: A complete plan set is required, single pages will not be accepted. The revised plans must be signed by the same licensed design professional as the issued approved permit plan set. A complete electronic copy of submittal to be emailed in PDF format.

The undersigned affirms that they are the applicant and/or have been authorized by the applicant to submit this revision application. It is understood that no revision will be fully approved until all applicable revision fees have been paid in full. Failure to submit the required fees may impact the ability to obtain a final building inspection. Additionally, the undersigned acknowledges that inspections may be suspended until the revised plans are approved and the updated plans are available on the jobsite for inspection purposes.

Applicant Signature _____ **Date** _____

