Building and Safety Division
580 Pacific Street, Room 4, Monterey, CA 93940
(831) 646-3890 gogreen@monterey.org

PLAN REVISION FORM

PROJECT ADDRESS:_____PERMIT # _____

CONTRACTOR/OWNER: _____

PLAN REVISION SCOPE: OVERVIEW ❖	Yes	No	
Does *Revision* include any exterior work, new or replacement?	☐	☐	❖ Additional fees and reviews by agency (Fire, Planning, Other) may be required, if the plan change involves an increase or decrease in work scope.
Does *Revision* include any interior work, new or replacement?	☐	☐	
Does *Revision* include any mechanical, new or replacement?	☐	☐	
Does *Revision* include any electrical, new or replacement?	☐	☐	
Does *Revision* include any plumbing, new or replacement?	☐	☐	

- This form may only be used for minor plan revisions, incidental to the main project scope of work. Multiple changes or an expanded scope may require a separate permit. Please call the office to confirm the applicability of this form.
- Submit all revisions in **digital format.** Paper documents are no longer accepted.
- All revisions shall be clearly identified by "clouding". Briefly identify the changes and scope or work below.
- Please **DO NOT** submit the same sheet size as the originally submitted plans unless the entire sheet has changed.
- Provide revised details and supportive engineering calculations.
- All revisions shall include the Architect/Engineer's wet stamp signature, registration number and expiration date on **ALL SHEETS, all revised details** and engineering calculations. (CBPC 5536.1, 6733, 6735 and CBC 107.1)
- A minimum fee of $52 is required at time of revision submittal. Additional charges at $105/hour may be applied, depending on complexity and review time.

BRIEFLY DESCRIBE THE REVISION:

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NAME:_____PHONE #:_____DATE:_____

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FOR OFFICE USE ONLY

PLANNING REVIEW REQ'D: YES ☐ NO ☐	***FIRE REVIEW REQ'D: YES ☐ NO ☐***	***OTHER REQ'D: YES ☐ NO ☐***

SUBMITTAL FEE: $52 _____Other $_____ DATE PAID:_____RECEIPT # _____

APPROVED BY:_____DATE:_____

BALANCE DUE:_____DATE PAID:_____ RECEIPT #_____

UPDATE JOB DESCRIPTION: **YES:** ☐ **NO:** ☐ **OTHER:** _____