



# TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700 Fax: (650) 851-4677

## APPLICATION TO REVISE A BUILDING PERMIT

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

Job Phone: \_\_\_\_\_ Job Site Contact: \_\_\_\_\_

Fees Due\*: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

**\*Plan check fees are due at pick-up**

### OWNER INFO

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ARCHITECT INFO

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Detailed Description of Revisions:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does this revision change the project's green building points? No \_\_\_\_\_ Yes \_\_\_\_\_

If **yes**, please submit a revised checklist.

All applications for revisions to an active permit **must** contain the following:

- \_\_\_\_\_ 1. Revised plans with only those sheets affected by the revisions.
- \_\_\_\_\_ 2. An itemized list of revisions or corrections per sheet, signed by the architect or the designer.
- \_\_\_\_\_ 3. All revisions must be *clouded* on the plans.
- \_\_\_\_\_ 4. Plans are digitally signed by the architect or the designer. The engineer, if applicable, must also sign his/her pages.
- \_\_\_\_\_ 5. All red-marks shown on the originally approved plans must be incorporated into the revised plans being submitted.
- \_\_\_\_\_ 6. Revised Build It Green Checklist, if applicable.