



# BUILDING & SAFETY DIVISION

CITY OF BURBANK

## 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 applicant. Providing the following information will ensure an accurate and effective plan review occurs in a timely manner. Completed form to be emailed to [eplancheck@burbankca.gov](mailto:eplancheck@burbankca.gov).

**Advisory Note:** Missing or inaccurate information (either within this document, the proposed construction drawings, or supporting documents) may delay the review and approval process. Every effort should be made by the applicant to provide all necessary information prior to submittals.

Plan Revision Narrative:

Permit Number:		Job Address:	
Project Name:		Applicant:	
Date:		Applicant Phone:	
<input type="checkbox"/>	Project currently under construction?	Applicant Email:	

The following summary of changes must be completed by the applicant prior to approval for **Plan Revision Submittals**. Additionally, each sheet of revised plans shall include a clouded delta to be verified by staff during the plan review.

Is there a structural change?	Yes	No	
Has the proposed footprint changed?	Yes	No	
Has the square footage changed?	Yes	No	
How much and where?			
Are you replacing plan sheets?	Yes	No	
Which sheets?			
Property Management approval	Yes	No	Property Management approval not required

I understand that I am responsible for all associated plan check fees that I incur during the plan revision plan check process and that fees will be assessed on a time and materials basis.

Any plan revision files that have either not been resubmitted by the applicant or not been approved within 180 days of submittal shall be subject to disposal, or otherwise nullified at the discretion of the Building Official. Further, I understand that any unclaimed plan revisions or deviation from the approved plans may delay the project's final approval and the issuance of a Certificate of Occupancy.

Plan Check turnaround times will vary based on the complexity of submittals. Please check with the permit counter and/or your plan check engineer accordingly.

Applicant Signature:

Date:

**ITEMIZE THE REVISIONS PER PLAN SHEET ON THE FOLLOWING PAGE.**

