



CITY OF KIRKLAND

Building Department • 425-587-3600

REVISIONS/ADDITIONS SUBMITTAL FORM

For Office Use Only

Permit Tech _____

Initials _____

Date _____

Post Rev. gold form in Inspection card envelope? _____

Dept. _____ Reviewer _____

BLD	
PCD	
PW	
FIRE	

Changes made to a New Single Family Residence Site Plan require 4 copies.
Revisions must be clouded and wet-signed by Architect or Engineer, if applicable.

Permit # _____

Property Address: _____ **Has permit been issued yet?** Yes No

Property Owner: _____

Project Contact: _____ Phone: _____

Contact E-mail _____

Project Name: _____

Were the revisions requested by City staff? Yes No By: Person _____ Dept _____

► **REQUIRED: Copy of original correction letter(s) with itemized response to all items.**

► **Are these revisions COMPLETE replacement sets?** _____ YES _____ NO

Explain the nature of the changes, including any exterior changes, I.E., elevations, footprint, moving location of the building: _____

On the line provided, write in the number of sets of each item that you are submitting and identify the sheet numbers. **(Note: You must provide the same number of documents/plans as originally submitted.)**

# Sets		# Sets	
_____	Architectural Plan - sheets _____ <small>(floor, foundation, framing plans)</small>	_____	Temporary Erosion Control Plan
_____	Civil Plan – 4 copies if changed _____	_____	Wetland Report
_____	Structural Plan - sheets _____	_____	Hydraulic Calculations
_____	Structural Calculations	_____	Grading Plan
_____	Building Elevations - sheets _____	_____	Storm Drainage Plan
_____	ABE Calculations	_____	Street Lighting Plan
_____	Energy Code Information	_____	Exterior Lighting Plan
_____	Landscape Plan – 4 copies _____	_____	Road Plan
_____	Site Plan - 4 COPIES REQUIRED if changed.		
_____	Tree Protection Plan and specs – 4 copies	_____	Electrical Plan
_____	Boundary & Topographic Survey	_____	Mechanical Plan
_____	Environmental Checklist	_____	Plumbing Plan
_____	Geotechnical Report	_____	Other: Explain and include # of copies _____
_____	Slope Analysis	_____	Lot Coverage Calculations _____



Submitting Revisions and Additional Information

You have submitted an application that requires review by one or more of our review staff. The following is information about submitting *revised* or *additional material*.

All revisions must be wet stamped and signed by the Architect/Engineer, if applicable.

Submit the same number of revised plans or documents that you originally submitted. For example, if you are making a change to the site plan and you originally submitted four, submit four revised site plans.

When additional plan review is required due to changes, additions, or revisions to plans, additional plan review fees may be incurred. Additional review time will be necessary if you submit separate revisions to respond to multiple items on a plans Examiner's comments letter.

- Use your permit number in all your correspondence with the City.
- Provide a copy of your correction letter(s) and your itemized response to each correction.
- Identify all revised or added information by **CLOUDING** (unless all details on plan sheet have been changed, then submit new sheet).
- Fill out the "Revisions/Additions Submittal Form" on the back of this sheet.
- Turn in your revision submittal to the Permit Technicians in the Building Department, not to the Plan Reviewer or the receptionist.
- Submit revisions for utility (water/sewer/storm) and right-of-way/street improvement permits directly to the Building Department unless specifically requested by the Public Works Department reviewer.

*Revisions **during** the review process:*

- The revision/additional information is reviewed by various City departments, depending on the nature of the revision. When the initial plans and additional revisions or new information have been reviewed and completed, a Permit Technician from the Building Department will notify you that the permit is ready to pick up. At this time, you will also be informed of the cost of the permit.

*Revisions **after** the permit or approval has been issued:*

- The revision/additional information is routed to the appropriate departments. The revised plans are returned to the Building Department to be made ready-to-issue. The Building Department calls you when the revision is ready and tells you if any fees are due. You must pick up the revised plans and attach them to the original permit job set drawings.

Permit Applications/Revisions requiring plan review are accepted:

Monday-Tuesday-Thursday-Friday 8-4:00,

Wednesday 10:30-4:00

425-587-3600 TTY 425-587-3111