



REVISION PLAN SUBMITTAL REQUIREMENTS

□ **General Requirements:**

- Please contact the following agencies for specific project information and revision requirements:
 - Menlo Park Fire District
(650) 688-8425, www.menlofire.org
 - East Palo Alto Sanitary District
(650) 325-9021, www.epasd.com
 - East Palo Alto Planning Division
(650) 853-3189,
www.cityofepa.org/planning
 - Sequoia Union High School District
(650) 369-1411 X22290, www.seq.org
 - West Bay Sanitary District
(650) 321-0384, www.westbaysanitary.org
 - East Palo Alto Engineering Division
(650) 853-3189,
www.cityofepa.org/publicworks
- The minimum plan size is 11" x 17". Standard plan size is 24" x 36".
- Plans must be complete, legible, accurate and drawn to scale.
- Provide a digital copy of the plans and documents. **All revisions must be clouded on plans. Only the affected sheets must be submitted.**
- Provide a digital copy of revised supporting documents; e.g., structural calculations, energy compliance forms, specifications etc.
- One (1) properly completed building permit application indicating the Scope of Revisions on first page.
- An invoice for additional review time will be ~~provided~~ upon completion of plan review. Applicant shall pay fees prior to receiving approved documents.

□ **The Cover Sheet of the plans must contain the following:**

- Name address and phone number of owner and engineer, architect or designer as appropriate (stamp and wet signature as appropriate).
- Address of proposed project with assessor's parcel number.
- A detailed description of the scope of revisions.
- Identify all revised areas with a "cloud".

NOTE: If the Revision is deemed too extensive, a full submittal may be required. Any excessive change to the scope of work will require a separate permit and plan review.