



The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

Project Information All applicants must fill out this section

Notice to Applicants for Commercial Building Permits: [AB3002](#)
[ePlan](#) electronic submittal required for all projects requiring a review. Permit status & corrections available [online](#).

APN: _____	Date: _____
Project Address: _____	
Legal Owner: _____	Email: _____
Owner Address: _____	Phone: _____

Applicant	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

Design Professional in Charge (if any)	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

Changes to No. B- _____	Enter the issued permit number (e.g. B-123456)
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Briefly Describe Scope of Work Changes Indicate square footages or other relevant information

Applicant

Licensed Contractor, Property Owner, or Authorized Agent Sign/print name below

Signature: _____	Date: _____
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Construction Change Documents Submittal Requirements

These permit types amend the issued permit documentation. Only submit the revised PLN sheets and/or SUP documents for review (not the complete documents). If the PLN/SUP file was not revised, do not upload it.

1. Create a new project in the ePlan portal.
2. Upload the APP file with a submittal checklist (PLG230) and application form (PLG205).
3. Upload a PLN (revised sheets only) and/or SUP (PLG235 and revised documents only) only if they contain revisions.
4. CCD documentation to include:
 - A brief description of changes on the plan set cover sheet (e.g. CCD #01: New covered porch)
 - Cloud all revisions and mark with a delta symbol related to a revision date in the title bar (e.g. Δ 1)
 - Incorporate clarification marks added to sheets by the County during permit issuance (e.g. red marks)
 - Revise drawings (maintain all content not being deleted from the project; do not add duplicate "revision sheets")
 - Coordinate revisions throughout the documentation (e.g. architectural, structural, electrical, etc.)
 - Update the sheet index, consultant list, energy forms or similar on the plan sheets (if applicable)
5. Technicians will provide review agencies the issued permit files for reference. Do not upload them.