



Transmittal - Building Services

Please Select:  RESIDENTIAL or  COMMERCIAL

Project Name \_\_\_\_\_ Permit # \_\_\_\_\_

Project Address/Identifier \_\_\_\_\_ Suite # \_\_\_\_\_

If residential - Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision/Phase \_\_\_\_\_

First reviews from all plan reviewers MUST be completed BEFORE resubmittals can be accepted for review. Please be sure you are checking your online account for the current processing status to be sure you have received all plan review comments before making changes for resubmittal.

All plans must be uploaded to Project Dox, as individual sheets in PDF Format, and all file names for drawings/documents shall remain EXACTLY the same as the original for all corrections submitted prior to permit issuance or plan modifications submitted after permit issuance. This transmittal is REQUIRED to be filled out and uploaded into the documents section of your project, explaining in detail the changes being made and reasoning for change.

All files must be electronically stamped and signed to match the plan sheets. Has this been provided? Yes  No

What is the reason for re-submittal? (Please select one of the options below and be specific in describing what is being resubmitted)

**Corrections** - resubmittal based on plan review corrections requested prior to permit issuance.

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

**Plan Modification** - resubmittal based on changes after permit issuance. (NOTE: A new certificate of value will be required if project value has changed. Resubmittal fees are required for plan modifications)

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

Does the Plan Modification result in a change of value? Yes  No  (if NO, indicate zero below, if Yes, indicate new value and provide new Certificate of value form in the documents folder as a separate attachment)

Please provide change of value (new complete value) \$ \_\_\_\_\_  
 I have uploaded a **NEW** Certificate of value form for review (click [here](#)) Yes  No

**Manual J, D, S** - resubmittal based on a residential plan review correction prior to permit issuance or a change after permit issuance.

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

Print name: \_\_\_\_\_ Phone: \_\_\_\_\_

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