Use this form to submit REVISED plans and documents for ISSUED permits (projects under construction). Allow a minimum of 10 business days to receive either review comments or approval. Do not proceed with work until you have the approved, revised plans on site.

Permit # ________________________________

Site Address: ____________________________________________ Suite: __________

Submitted by: ________________________________________________________________________
☐ Applicant  ☐ Permit Agent  ☐ Contractor  ☐ Property Owner  ☐ Architect/Engineer

Email: ____________________________________________ Phone: ______________________

Revision Submittal Instructions:

▪ All revisions must be submitted through the Project Portal at: https://cityworks.brookhavenga.gov/ProjectPortal.
▪ Provide written description of changes in work.
▪ Cloud revisions on plans. Revise cover sheet to show date of revisions and new pages, if any.
▪ All revised plans must have any required stamps and signatures (architect, engineer, surveyor, etc.).
▪ Submit the approved cover sheet and plan sheet(s), along with the revised sheet(s).

Changes are proposed to:  ☐ Site Plans  ☐ Building Plans  ☐ Both Site and Building Plans

Describe the proposed changes to the approved plans (be specific):

Items Submitted:
☐ Copy of Approved (stamped) Site Plans
☐ Copy of Approved (stamped) Building Plans
☐ Revised Site Plans (3 sets)
☐ Revised Building Plans /Detail Drawings (3 sets)
☐ Revised Specifications (3 sets)
☐ Other Documents (list items): ________________________________
                                          ________________________________