



# REVISION SUBMITTAL FORM

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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_