



Plan Revision Application

Planning and Development Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

This form is used for revisions to approve plan submittals for all development projects. A [project revision fee](#) is applied per trade. Plans will not be accepted for re-review without this form, which must be signed by a field inspector or supervisor.

REVISION INFORMATION		
<input type="checkbox"/> Residential Project	Group #:	Permit #:
<input type="checkbox"/> Non-Residential Project	Group #:	Permit #:
<input type="checkbox"/> Building	<input type="checkbox"/> Fire	<input type="checkbox"/> Stormwater
<input type="checkbox"/> Design Change	<input type="checkbox"/> Interior Change	<input type="checkbox"/> Structural Change
<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Zoning
<input type="checkbox"/> Exterior Change	<input type="checkbox"/> Plumbing	
Please provide a scope of change and location details:		
SUBMITTAL GUIDELINES		
1. Submit both (two) sets of the red stamped plans approved by the City of Raleigh, OR a paper copy of the scanned originals with signatures and approvals.		
2. Non-Residential/Commercial projects: Provide four paper copies and one digital copy of affected trade sheets with proposed changes. (NOTE: provide five copies if approval is required from Wake County Environmental Services). Residential projects: Provide two paper copies & one digital copy of the affected trade sheets with proposed changes.		
3. Cloud and date all revisions.		
4. Non-Residential/Commercial projects (submit four copies) and Residential projects (submit two copies) of a letter of transmittal. This letter should include all the following information: <ul style="list-style-type: none"> • Original transaction/case number • Trade permit numbers • Project address • Detailed explanation of revisions and plan sheet location • Fire only: a PDF copy of the plans with manufacturer model numbers and listing information for all equipment, devices, and materials. This must be in PDF format. 		
5. Inspector's details comments:		
GENERAL INFORMATION		
Project Address:		Date:
Project Contact Name:	Permit #:	Transaction/Case #:
Email:	Phone:	
Contractor Name:	Contractor Signature:	
Inspector Name:	Inspector Signature:	