



Plan Revision Application (also for Shop Drawings)

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This form is used for revisions to approved plans and shop drawing 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			
Residential Project	Group #:	Permit #:	
Non-Residential Project	Group #:	Permit #:	
Building Design change Electrical Exterior change		Fire Interior change Mechanical Plumbing	Shop Drawing Stormwater Structural change Zoning
Please provide 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:			
Project address:			Date:
Project contact name:	Permit #:	Transaction/case #:	
Email:	Phone:		
Contractor name:	Contractor signature:		
Inspector name:	Inspector signature:		