



**CITY OF KIRKLAND**  
**Building Department • 425-587-3600**

**REVISIONS/ADDITIONS SUBMITTAL FORM**

**For Office Use Only**

Intake Reviewer

Initials \_\_\_\_\_

Date \_\_\_\_\_

Post Rev. gold form in

Inspection envelope

Pt Initials \_\_\_\_\_

Dept. Reviewer

BLD	
PCD	
TRE	
PW	
FIRE	

**Changes made to a New Single Family Residence Site Plan require 4 copies.**

**Revisions must be clouded and wet-signed by Architect or Engineer, if applicable.**

Permit # \_\_\_\_\_

Property Address: \_\_\_\_\_ **Has permit been issued yet?** Yes  No

Property Owner: \_\_\_\_\_

Project Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Project Name: \_\_\_\_\_

**Were the revisions requested by City staff?** Yes  No  By: Person \_\_\_\_\_ Dept \_\_\_\_\_

► **REQUIRED: Copy of original correction letter(s) with itemized response to all items.**

► **Are these revisions COMPLETE replacement sets?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**Explain the nature of the changes, including any exterior changes, I.E., elevations, footprint, moving location of the building:** \_\_\_\_\_

On the line provided, write in the number of sets of each item that you are submitting and identify the sheet numbers. **(Note: You must provide the same number of documents/plans as originally submitted.)**

# Sets		# Sets	
_____	Architectural Plan - sheets _____ <small>(floor, foundation, framing plans)</small>	_____	Temporary Erosion Control Plan
_____	Civil Plan – <b>4 copies if changed</b> _____	_____	Wetland Report
_____	Structural Plan - sheets _____	_____	Hydraulic Calculations
_____	Structural Calculations	_____	Grading Plan
_____	Building Elevations - sheets _____	_____	Storm Drainage Plan
_____	ABE Calculations	_____	Street Lighting Plan
_____	Energy Code Information	_____	Exterior Lighting Plan
_____	Landscape Plan – <b>4 copies</b> _____	_____	Road Plan
_____	Site Plan - <b>4 COPIES REQUIRED if changed.</b>		
_____	Tree Protection Plan and specs – <b>4 copies</b>	_____	Electrical Plan
_____	Boundary & Topographic Survey	_____	Mechanical Plan
_____	Environmental Checklist	_____	Plumbing Plan
_____	Geotechnical Report	_____	Other: Explain and include # of copies _____
_____	Slope Analysis	_____	Lot Coverage Calculations _____



# Submitting Revisions and Additional Information


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You have submitted an application that requires review by one or more of our review staff. The following is information about submitting *revised* or *additional material*.

**All revisions must be wet stamped and signed by the Architect/Engineer, if applicable.**

Submit the same number of revised plans or documents that you originally submitted. For example, if you are making a change to the site plan and you originally submitted four, submit four revised site plans.

**When additional plan review is required due to changes, additions, or revisions to plans, additional plan review fees may be incurred. Additional review time will be necessary if you fail to completely respond to multiple items on a Plan Reviewer's comments letter.**

- Use your permit number in all your correspondence with the City.
- Provide a copy of your correction letter(s) and your **itemized response** to each correction.
- Identify all revised or added information by **CLOUDING the affected area**. If the entire sheet has been revised or is new, then **CLOUD THE SHEET NUMBER**. EXAMPLE 
- Fill out the "Revisions/Additions Submittal Form" on the back of this sheet.
- Turn in your revision submittal to the Permit Technicians in the Building Department, not to the Plan Reviewers or the Receptionist.
- Submit revisions for utility (water/sewer/storm) and right-of-way/street improvement permits directly to the Building Department unless specifically requested by the Public Works Department reviewer.

*Revisions **during** the review process:*

- The revision/additional information is reviewed by various City departments, depending on the nature of the revision. When the initial plans and additional revisions or new information have been reviewed and approved by all departments, a Permit Technician from the Building Department will notify you that the permit is ready to pick up. At this time, you will also be informed of the any remaining fees.

*Revisions **after** the permit or approval has been issued:*

- The revision/additional information are routed to the appropriate departments. Once approved, the revised plans are returned to the Building Department to be made ready-to-issue. The Building Department calls you when the revision is ready and tells you if any fees are due. You must pick up the revised plans and attach them to the original permit job set drawings prior to calling for inspection of the revised areas.

**Permit Applications/Revisions requiring plan review are accepted:**

**Monday-Tuesday-Thursday-Friday 8-4:00,**

**Wednesday 10:30-4:00**

**425-587-3600 TTY 425-587-3111**