



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION**
2729 Prospect Park Drive | Rancho Cordova, CA 95670
Phone: (916) 851-8760
PermitServices@CityofRanchoCordova.org

Deferred*

Revision

Date: _____ **Permit # :** _____ **Change # :** _____

Job Address: _____

Project Name: _____

Change In Scope: _____

Construction Valuation: **No Change / Increase Amount:** _____

Items Required for Building Plan Revision Submittals

~ **Supporting Documents:** A narrative summarizing the changes made to each sheet for all disciplines. If there are revisions to the supporting documents, a minimum of 2 sets are required. All revisions must be clouded with delta.

~ **Plan Sets:** Minimum 2 full-sized sets of all sheets affected by the change or one for each plan check discipline. The sheets must be reproduced exactly as the issued copy without City stamps. Photocopies of the issued plan set with City stamps are not acceptable. All revisions to the issued plans must:

- Be made on the plan sheets affected.
- Be clouded with a designated delta symbol and date.
- Be stamped and signed by the same licensed design professional as the issued permit set.
- Plans & supporting documents to be submitted electronically via email to (permitservices@cityofranhocordova.org)

Applicant / Primary Contact: _____ **# of Plans Submitted:** _____

Title: _____ **License # (If applicable):** _____

Email: _____ **Phone #:** _____

I understand that I am responsible for all plan check fees that I incur during this additional plan check and that any approval plans not claimed and paid for within 3 months of notification will be voided. I further understand that an unclaimed deferral may result in the delay of final approval of the project.

Applicant Signature: _____ **Date:** _____

Please note that once this document is submitted to the City of Rancho Cordova, your information may be subject to the Public Records Request Act. However, the City will not sell your data or information for any purpose.

*Deferred plans may be submitted for review only after the main project plans have been approved.