



# REVISIONS TO APPROVED PLANS

## SUBMITTAL PACKET

### WHAT IS A PERMIT REVISION?

A “revision” is defined as changes to work already permitted. Revisions require a new permit application, and the original building permit number (BLD) must be referenced in the Scope of Revision. Generally, only those plan sheets showing changes must be provided. Work that goes beyond the scope of the original permit, or was not included in the original permit, is not considered a revision. **Change to structures, site development, or uses for which a permit has been issued may not commence until after the permit is revised and all required approvals are obtained.**

### REVIEW AFTER FINAL

If your original permit required a planning approval, revisions that alter the exterior appearance of the building or site will usually require a new approval from the design review boards **before** you can submit the revision. Contact the City’s Planning Counter for more information on how to submit a “Review After Final” at (805) 564-5578 or [PlanningCounter@SantaBarbaraCA.gov](mailto:PlanningCounter@SantaBarbaraCA.gov).

### HOW LONG WILL IT TAKE?

Plans submitted for a revision will generally require less processing time than required for the initial check. The City’s goal is to process revisions within 10 business days. Larger revisions might require 15 business days for commercial projects.

### WHAT TO SUBMIT

This document includes a list of information that is required to submit a revision. Please note that the architect or building designer responsible for the original design should prepare new plan sheets that reflect the revision. If the design professional has changed, a letter from the original design professional removing themselves from the project or agreeing to the revision is required.

### HOW TO SUBMIT

**A new building revision permit application (BLD-REV) is required for all revisions. DO NOT** upload revised documents to the original permit. **DO** reference the original building permit number (BLD) in the Scope of Revision.

You can submit a revision in one of two ways:

- Log into your [Accela Citizen Access \(ACA\)](#) account and create a revision from an existing issued BLD permit found under My Records; or
- Create a new Revision from the Building: Create an Application list. Make sure you select Building Revision.

Each revision will receive its own record number that is linked to the original permit.

- Example:
  - Original permit: **BLD2026-00101**
  - First revision: **BLD2026-00101-REV01**
  - Additional revisions will follow in order (REV02, REV03, and so on).

All building permit revision applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information: [Online Building Permit Services Guide](#).

## REVISION REQUIREMENTS

---



### Fees

Building & Safety plan check fees are due at the time of initial submittal. Other City Division plan check fees will be assessed based on the scope of work and must be paid before rechecks can begin. Any remaining fees are due before permit issuance. Fees may be paid online through ACA, mailed, faxed, or dropped off at 630 Garden Street for processing. If paying by mail or fax, a [Fee Payment Submittal Sheet](#) is required. See: [How to Pay Invoiced Fees](#).



### Project Plans

All plans must be complete, accurate, legible, and to scale. Include only the sheets which have changes. See the [Project Plan Submittal Guide](#) handout for the required contents of plan submittals. For minor projects such as meter replacements, fence permits, residential driveway repaving, small accessory buildings, and air conditioners see the [Basic Site Plan](#) handout.



### Scope of Revision

A written “scope of revision” must be provided on the cover sheet with a clear description of the proposed changes. Include reference to the original application building (BLD) permit number in the scope of revision. All changes must be clouded on each sheet with a legend, include a numbered delta symbol indicating the revision number (Revision #1, Revision #2, etc.). Remember to update the project data as well as the plans when there are changes to floor area, parking spaces, FAR, or similar statistics.



### Title Block and Signatures

Every set of plans should contain a title block on each sheet that includes the project address, the property owner’s name and plan preparer’s name and contact information (email and phone number). The numbered delta symbol should be listed in the title block with a date indicating when the revision was made. Changes to plan sheets that were stamped and signed by a design professional, must also be stamped, and signed by the appropriate design professional.

**Documents and Supporting Materials**

If applicable, provide a copy of structural calculations that support any engineering change. The calculations must be stamped and signed by the licensed design professional responsible for the design change. Provide revised Title 24 Energy Code Documentation affected by the revision. You can assist staff in providing a speedier response by providing a detailed itemized list of changes, in either a cover letter or in the project description.

**SAMPLE REVISION TITLE SHEET**

**PROJECT DATA**

**PROPERTY INFORMATION**

ADDRESS: 1234 City Street  
 APN: 123-45-678  
 COUNTY: Santa Clara  
 CITY: San Jose  
 ZONING: R-1  
 PROJECT TYPE: Single-Family Residential

**PROJECT TEAM CONTACT INFORMATION**

OWNER: Garcia Family  
 DESIGNER: SB Design Co.  
 PROJECT MANAGER: [Name]

**APPLICABLE CODES**

California Building Code (CBC)  
 California Fire Code (CFC)  
 California Energy Code (CEC)  
 California Electrical Code (CEC)  
 California Fire and Building Code (CEC/CFC)  
 California Fire and Building Code (CEC/CFC) with amendments adopted by the State of California

**FLOOR AREA**

Building Floor Area	1,200 sq. ft.	1,200 sq. ft.
Maximum Height	10 ft.	10 ft.
Maximum Height with Setbacks	10 ft.	10 ft.

**F.A.R. Calculator**

Is there a basement or other parking of off-street parking?	No
Is the height of existing or proposed building 12' or more?	No
Are existing or proposed buildings less than 12' tall?	No
<b>The FAR Requirements are:</b>	<b>QUALIFIED!</b>
Is the height of existing or proposed building 12' or more?	No
Is the site in the Urban Design District?	No
Are the proposed heights 10' or more in any case?	No
Are the proposed heights 10' or more in any case?	No
<b>FLOOR AREA RATIO (FAR)</b>	<b>0.02</b>
1st Floor Range	4,000 - 6,000 sq. ft.
2nd Floor Range	1,000 - 2,000 sq. ft.
3rd Floor Range	1,000 - 2,000 sq. ft.
4th Floor Range	1,000 - 2,000 sq. ft.
5th Floor Range	1,000 - 2,000 sq. ft.
6th Floor Range	1,000 - 2,000 sq. ft.
7th Floor Range	1,000 - 2,000 sq. ft.
8th Floor Range	1,000 - 2,000 sq. ft.
9th Floor Range	1,000 - 2,000 sq. ft.
10th Floor Range	1,000 - 2,000 sq. ft.
<b>The FAR is less than the maximum FAR of 0.02 of the FAR?</b>	<b>YES!</b>
<b>ENFORCEMENT OF CONSENT TO SUE PROVISIONS</b>	<b>6.17</b>
Net Lot Area (sq. ft.)	1,000.0

**SCOPE OF REVISION**

Construction of a 700 sq. ft. one-story, one-bathroom Accessory Dwelling Unit (ADU) pursuant to Government Code Section 17958.1, ADU is attached to an existing detached two-car garage on an 80' residential parcel with one existing one-story, one-bathroom ADU in addition to the additional garage. Work scope includes in ENFORCEMENT.

**SHEET LIST**

Sheet No.	Sheet Name
01	Title Block
02	Site Plan
03	Foundation
04	Structural
05	Electrical
06	MEP
07	MEP - Electrical
08	MEP - Mechanical
09	MEP - Plumbing
10	MEP - Fire Protection
11	MEP - Other
12	MEP - Other
13	MEP - Other
14	MEP - Other
15	MEP - Other

Blank space for City stamps

**SB Design Co.**  
 123 Main Street, San Jose, CA 95131 | (408) 555-1234  
 www.sbdesignco.com

**Garcia Family**  
 1234 City Street ADU  
 Title Sheet

Project Number: 001  
 Date: 2/20/2020  
 Drawn by: SB Design Co.  
 Scale: A0

**REVISION CHECKLIST**

- ✓ Scope of Revision
- ✓ All revisions clouded
- ✓ Numbered delta symbol
- ✓ Signed by plan preparer

**Remember that necessary certifications/signatures must be included.** →

