



# 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.

**Changes 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 days for initial review. Larger commercial revisions might require 10-15 business days for initial review.

### 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 permit application (BLD) 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. 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

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### 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  
City: San Jose, CA 95128  
County: Santa Clara  
APN: 123-456-789  
Parcel Area: 1.2345 Acres  
Zoning: R-1  
Project Name: Garcia Family ADU

#### PROJECT TEAM CONTACT INFORMATION

OWNER: Garcia Family  
DESIGNER: SB Design Co.  
ARCHITECT: SB Design Co.

#### APPLICABLE CODES

California Building Code (CBC)  
California Planning Code (CPC)  
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#### FLOOR AREA

Building Footprint: 1,234 sq. ft.  
Total Floor Area: 1,234 sq. ft.  
Total Building Area: 1,234 sq. ft.

#### PARKING

Parking Spaces: 2  
Paved Surface: 200 sq. ft.

### VICINITY MAP

### F.A.R. Calculator

Category	Value
Base FAR	0.50
Height Bonus	0.00
Other Bonuses	0.00
<b>Total FAR</b>	<b>0.50</b>

### SCOPE OF WORK

Construction of a 720 sq. ft. one-story, one-bedroom Accessory Dwelling Unit (ADU) pursuant to Ordinance 2018-01, ADU, and the attached to an existing detached two-car garage on an 1.23-acre lot with a view of the surrounding area. The project is located in the City of San Jose, California. Work shall be completed in accordance with the City of San Jose, California.

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### SHEET LIST

Sheet No.	Sheet Name
01	Title Sheet
02	Site Plan
03	Foundation
04	Foundation
05	Foundation
06	Foundation
07	Foundation
08	Foundation
09	Foundation
10	Foundation

### SB Design Co.

1234 Main Street, San Jose, CA 95128  
Phone: (408) 555-1234  
www.sbdesignco.com

Contract No. 123456789  
Project No. 123456789  
Sheet No. 001  
Scale: 1/8" = 1'-0"

Prepared by: [Signature]  
Checked by: [Signature]  
Reviewed by: [Signature]  
Date: 05/21/2018

Garcia Family  
1234 City Street ADU  
Title Sheet

Project Number: 001  
Date: 05/21/2018  
Drawn by: SB Design Co.  
Scale: A0

Blank space for City stamps

## REVISION CHECKLIST

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

Remember that necessary certifications/signatures must be included.

