RECHECK DROP-OFF SUBMITTAL CHECKLIST

Checklist required to be completed prior to submitting revised plans and supporting documents for recheck. Please provide the following for a complete recheck submittal as directed by plan review:

☐ Minimum of (2) sets of revised plans.

☐ Resubmitted plan sheets are wetstamped and signed by Architect and/or Engineer of Record.

☐ Minimum of (2) sets of revised or required supporting documents (i.e. Structural Calculations, energy Calculations). Structural Calculations are required to be stamped and signed by the licensed professional and Title 24/energy Calculations are signed by designer or architect.

☐ Original set of marked up plans and original supporting documents.

☐ Plancheck correction letter with written plancheck responses from architect, engineer, designer, etc.

☐ *Corrected / substituted plan sheets to be inserted by the applicant/agent or you will be contacted to return to the Building & Safety Office to insert the sheets for a complete submittal.

Please be aware that if this plancheck resubmittal is not complete per the checklist, the person(s) submitting this recheck will be contacted to retrieve the submittal from the Building & Safety Counter. *Substitution pages must be integrated into the plans by the applicant.*

Permit number(s):______________________________________________________________

______________________________________________________________

Name of Responsible Person(s) Submitting Plans:___________________________

______________________________________________________________

Date: ________________ Contact Number: ___________________________

Email:______________________________________________________________