

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: _____