Save

Routing Form -- Must accompany any information being submitted for applications in review or for issued permits.

Routing #_____

Date_____ By_____

Job Address_____ Permit #_____ ❑ Commercial ❑ Residential

Project _____ Owner / Applicant _____

Architect / Engineer _____ Contact Person_____

Phone _____ E-mail _____Fax #_____

Information Was Requested By _____ or ❑ **Addenda Submittal** ❑ **Owner Requested Changes**
(City Staff Name)

NOTE: Changes to drawings must be identified by clouding, revision numbers or some other means to clearly identify changes.
Commercial revision submittals require One (1) paper copy of the drawings as well as PDF versions.

Sheet Numbers in this Submittal: _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

Other

_____

_____

❑ **FINAL PLAN SET SUBMITTAL --** must include 2 complete final plans sets and a disc with PDF versions of all stamped/signed/dated plan sheets.

_____ _____ _____
Submitted by **Date** **Phone**

Building/ Mechanical _____ _____ Plumbing _____ _____
Date Date

Additional Fees Required $_____

Revised 7.08