



TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700 Fax: (650) 851-4677

APPLICATION TO REVISE A BUILDING PERMIT

Project Address: _____ Date: _____

Job Phone: _____ Job Contact: _____

*Fees Due: _____ Building Permit Number: _____

OWNER INFO

Name: _____

Address: _____

Phone: _____

Email: _____

CONTRACTOR INFO

Name: _____

Address: _____

Phone: _____

Email: _____

Detailed Description of Revisions: _____

All applications for revisions to an active permit **must** contain the following:

- _____ 1. Two sets of the revised plans with only those sheets affected by the revisions.
- _____ 2. An itemized list of revisions or corrections with location on plans, signed by the architect or the designer.
- _____ 3. All revisions must be *clouded* on the plans.
- _____ 4. Plans are wet signed by the architect or the designer. The engineer, if applicable, must also sign his/her pages.
- _____ 5. All red-marks shown on the originally approved plans must be incorporated into the revised plans being submitted.

*Plan check fee is \$175 per hour with a minimum one-half hour charge due at pick-up.