



City of East Palo Alto

Community & Economic Development Department Building Division

REVISIONS

Plan Submittal Requirements

□ **General Requirements:**

- Please contact the following agencies for specific project information and revision requirements:

Menlo Park Fire District (650) 688-8425, www.menlofire.org	Sequoia Union High School District (650) 369-1411 X22290, www.seq.org
East Palo Alto Sanitary District (650) 325-9021, www.epasd.com	West Bay Sanitary District (650) 321-0384, www.westbaysanitary.org
East Palo Alto Planning Division (650) 853-3189, http://www.ci.east-palo-alto.ca.us/index.aspx?nid=408	East Palo Alto Engineering Division (650) 853-3189, http://www.ci.east-palo-alto.ca.us/index.aspx?NID=667
- The minimum plan size is 11" x 17". Standard plan size is 24" x 36".
- Plans must be complete, legible, accurate and drawn to scale.
- Provide three (3) sets of the revised plans (or sheets) and a digital copy of the plans and documents. **All revisions must be clouded on plan. Only the affected sheets must be submitted.**
- Provide two (2) copies of revised supporting documents; e.g., structural calculations, energy compliance forms, specifications etc.
- One (1) properly completed building permit application indicating the Scope of Revisions.
- A fee will be required at the time of submittal.

□ **The Cover Sheet of the plans must contain the following:**

- Name address and phone number of owner and engineer, architect or designer as appropriate (stamp and wet signature as appropriate).
- Address of proposed project with assessor's parcel number.
- A detailed description of the scope of revisions.
- Identify all revised areas with a "cloud".

NOTE: If the Revision is deemed too extensive, a full submittal may be required. Any excessive change to the scope of work will require a separate permit and plan review.