



DEVELOPMENT CENTER
 CITY OF PALO ALTO
 285 HAMILTON AVE., 1ST FLOOR
 PALO ALTO, CA 94301
 (650) 329-2496

REVISION APPLICATION

Project Address: _____

Revision Number (Office Use Only): _____

Revision Appl. Date: _____

Original Permit Number: _____

Applicant/Contact Information:

Revision Given Valuation: _____

Name: _____

Owner Contractor Architect Engineer Other _____

Address: _____

City/State/Zip _____

Phone No: _____ Email: _____

Description of Revision:

How to Submit Building Permit Revision Online:

1. Create an OPS account if you don't have an account with our OPS system already:
https://www.cityofpaloalto.org/gov/depts/ds/development_services_online_permitting_services.asp
2. Start Pre-application for building permit revision.
3. Upload revision building application: <http://cityofpaloalto.org/civicax/filebank/documents/76141>
4. Upload plans for the revision just the revision sheets only.
5. **Upload the approved and stamped plan set.**
6. Supporting docs.

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

- _____ 1. **Revised sheets only;** the number of sets should be equivalent to the same number of plans provided in the first submittal so all departments can review. Full size plan sheets are required; drawings on 8-1/2"x11" paper will not be accepted.
- _____ 2. A sheet by sheet itemized list describing the proposed plan changes and their location on the plans
- _____ 3. All revisions are to be clouded on the plans with delta number.
- _____ 4. Plans are signed by the architect, engineer or designer and stamped if applicable.
- _____ 5. Approved and stamped plan set.