



REVISION/CORRECTION SUBMITTAL FORM

Public Works Department
3510 Grandview Street
Gig Harbor WA 98335
253-851-6170

Please Note: Additional or revised plans or documents for an active project will not be accepted unless accompanied by this completed form. Mailed re-submittals that do not include this form or that do not contain the correct number of copies will not be processed. **All resubmittals will be routed through the Permit Coordinator.**

Submittal Requirements:

All revisions / correction submittals MUST contain the following:

- A completed City of Gig Harbor Revision/Correction submittal form
- Submit the same number of revised civil plan sets as required by the Public Works Department's correction letter (must be stamped and signed by the engineer of record).
- Revised structural calculations and/or technical reports, if applicable (must be stamped and signed by the engineer of record).
- A written response letter to the City that shows an **itemized summary of your submittal and description of each change or revision in detail** (must include sheet and detail numbers)
- All changes **MUST BE CLOUDED** on each plan set
- Fees for 3rd Submittal – Engineering

Date: _____

EN Permit # _____

Property Address: _____

Project Name: _____

Contact Person: _____

Phone: _____

Email: _____

TYPE OF RESUBMITTAL:

REVISION: A change the applicant has made to a plan that is either:

1. An approved plan already issued by the City for Building, Fire or Engineering only or
2. A project under current plan review

CORRECTION: An applicant response to a correction letter written by the City to the applicant

Has a permit already been issued? () Yes () No

Please describe revision/correction submittal: List all affected sheets.

Staff Use Only	
Received by:	
Date Submitted:	