



## 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 3<sup>rd</sup> 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.**

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Staff Use Only	
Received by:	
Date Submitted:	