



Building Department
21630 11th Avenue South, Suite D
Des Moines, WA 98198
(206)870-7576 fax:(206)870-6544
www.desmoineswa.gov

Plan Revision Submittal Cover Sheet

Project / Permit #: _____ Date: _____

Project Name: _____

Project Address: _____

Applicant Information

Contact Person: _____

Company Name: _____ Phone #: _____

Email: _____ Fax #: _____

Submittal Information

- REVISION: A change the applicant has made to a plan that is either an approved plan already issued by the City or a project under current plan review
- CORRECTION: An applicant response to a correction letter written by the City to the applicant.

Submittal Requirements
All revision/correction submittals MUST contain the following:

1. A completed City of Des Moines Revision submittal form.
2. Two (2) sets of revised and/or corrected drawings/sheets (wet stamped by architect, if applicable).
3. Revised structural calculations, if applicable (must be stamped by engineer).
4. A written letter to the City that shows an itemized summary of your submittal (must include sheet and detail numbers).
5. All changes MUST BE CLOUDED or HIGHLIGHTED on each plan set.

Describe the resubmittal:
(be specific)

For Office Use Only

Routing:	Routed to:	Approved By:	Date:
<input type="checkbox"/> Building	_____	_____	_____
<input type="checkbox"/> Planning	_____	_____	_____
<input type="checkbox"/> Transportation	_____	_____	_____
<input type="checkbox"/> Surface Water	_____	_____	_____
<input type="checkbox"/> Fire Department	_____	_____	_____

Plan Check Fees: _____ hours @ \$138.00 per hour = _____

Inspector Fees: _____ hours @ \$138.00 per hour = _____