



REVISION/CORRECTION SUBMITTAL FORM

Building Inspection Division



Please Note: Corrections 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. Revisions cannot be submitted while a plan review is underway for a project.

Submittal Requirements*:

All revisions/correction submittals **MUST** contain the following:

- A completed City of Lakeland Revision/Correction submittal form
- A narrative to the City that shows an **itemized summary of your submittal and description of each change or revision in detail**
- All changes **MUST BE CLOUDED** on each plan set
- Residential-** 2 signed & sealed sets
- Commercial-** 3 signed & sealed and 2 copies
- All re-submittals of plans must be submitted in sets

Date: _____

Permit #: _____

Company Name: _____

Property Address: _____

Contact Person: _____

Phone & Email: _____

TYPE OF SUBMITTAL:

- REVISION:** A change the applicant has made to a plan that has already been issued by the City for Building
- CORRECTION:** An applicant response to Permit Reviews issued by the City to the applicant
- CORRECTION TO REVISION:** An applicant response to Permit Reviews for a disapproved Revision review

Has a permit already been issued? Yes No

Check all that apply: Building Electrical Mechanical Plumbing Other

Please describe revision/correction submittal: List affected sheets.

**Any requirement not met can lead to plans being disapproved, please verify that all requirements are met.*

Signature: _____

Print name: _____

