



**DEVELOPMENT CENTER**  
 CITY OF PALO ALTO  
 285 HAMILTON AVE., 1<sup>ST</sup> 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:**

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**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](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.