



# Building Division Letter of Transmittal

Complete this form and submit it **OVER THE COUNTER** with any new or adjusted pages. You must also fill out section (G), below summarizing your changes. We **DO NOT** accept transmittals by fax or mail.

Type or print. Please use **blue** or **black** ink.  
Only contractors or agents can **submit** or **pick up** transmittals.

**\*\*Is this an (ACTIVE) permit\*\*?** \_\_\_\_\_ **\*\* Is this a (PENDING) Permit\*\*?** \_\_\_\_\_

**PERMIT NUMBER** \_\_\_\_\_ **Email Address** \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Site Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**(ALL LINES MUST BE COMPLETE PRIOR TO PRESENTING THIS TRANSMITTAL TO THE FRONT COUNTER)**

Did a City Reviewer or Inspector request these changes? Yes ( ) No ( ) Name: \_\_\_\_\_

**Who should receive this transmittal?** [ ] Plans Review, [ ] Zoning, [ ] Planning, [ ] Engineering, [ ] Utilities/Eng.

a) **Check which this transmittal includes:** [ ] Blueprints and/or drawings only, [ ] Documents only, [ ] Both

**IMPORTANT NOTE:** All blueprints/drawings must be the **same size** as those in the original submission.

**Transmittals not meeting these requirements will be rejected.**

b) 3 Sets **Residential (New Homes and Additions) Number of pages per set** \_\_\_\_\_

c) **2 Sets for all other Residential permits. Number of pages per set** \_\_\_\_\_

d) **4 Sets Commercial Permits. (Civil Revisions 5 sets) Number of pages per set** \_\_\_\_\_

e) **Do the alterations change the const. value?** [ ] Yes or [ ] No. **Additional construction value:** \_\_\_\_\_

f) Briefly **describe all items** you are submitting and the changes they represent on the lines below.

g) **!!!!!!! PLEASE PROVIDE A FULL SUMMARY OF ALL PAGES THAT HAVE BEEN CHANGED. !!!!!!!**

**\*\*\*\*\*Make sure each change has been clouded. A summary for each set of plans is required.\*\*\*\*\***

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\_\_\_\_\_  
\_\_\_\_\_

### **FEE SCHEDULE**

- Zoning \_\_\_\_\_
- Building + \$1.00 per page \_\_\_\_\_
- Electrical \_\_\_\_\_
- Plumbing \_\_\_\_\_
- AC / Mechanical \_\_\_\_\_
- Roofing \_\_\_\_\_
- Signs \_\_\_\_\_
- Trees \_\_\_\_\_
- Fire (AL, Sup, Spr & F) \_\_\_\_\_
- Cert of Occupancy \_\_\_\_\_
- Scan Fee \_\_\_\_\_
- Cert & Training Fee \_\_\_\_\_
- Radon Fee \_\_\_\_\_
- Total Fees \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_

**REVIEWER COMMENTS OR CONDITIONS:** \_\_\_\_\_

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