



RESUBMITTALS AND REVISIONS

Work shall be installed in accordance with the approved construction documents, any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

Narrative and Response

- A detailed narrative from the applicant or design professional summarizing all changes must accompany the clouded plans.
- A response letter from the applicant or design professional addressing the Plan Examiner's comments, item by item, is required to accompany all resubmittals. Incomplete resubmittals that do not address all comments will be turned away until they are ready for submission.

Electronic Revisions and Resubmittal etrakit.crgov.com see *electronic submittal guidelines*

- All changes on a plan page, either from a resubmittal due to review comments or as a revision must be clearly identified and clouded with corresponding delta indicators and dates. Revision deltas must be displayed in the title block with the corresponding dates. Clouds should appear only on current revisions. For multiple revisions the previous clouds must be removed and the delta indicator left in place.
- Partial submissions and incorrectly formatted submissions will not be accepted.
- Revised/corrected plans must be submitted in the same page order as the original file.
- Design professionals must be the same as the original submittal. Any document (plans, drawings, reports, surveys, etc.) prepared by an architect or engineer must bear their seal and signature.

RESUBMITTALS - BEFORE a permit is issued, any changes to plans or documents that need to be amended during the plan review process.

- Verify that your permit has not been issued. If the permit has been issued, you cannot do a resubmittal. Instead, you will need to submit a "Revision".
- All resubmittals must be a complete set, same format and sheet order as the original file with the intention that the original file may be removed and replaced with the resubmittal.
- Files should be submitted using the same file-name as the original, include a version such as 19-1234 Plans V2 and so on.

REVISIONS - AFTER a permit is issued, any changes to plans or documents that differ from the original submittals.

- Only the pages or documents that contain changes will be submitted after the permit is approved or issued. Revisions that have been stamped reviewed will not be replaced.
- There will not be "versions" of a revision. Name a revision submittal; 19-1234_R1, name subsequent revisions; 19-1234_R2,...
- In the event the revision is not approved, it must be resubmitted in its entirety with the same file name.
- New Commercial and major Remodels, Tenant Finish and other projects that have had several revisions may require a complete set of fully compiled "as built" plans to be submitted prior to certificate of occupancy.

REVISIONS TO APPROVED MASTER PLANS - The following additional items are specific to a Master Plan.

- Revisions submitted to approved Master Plans may require a separate Master Plan application for approval.
- Changes affecting the valuation, square footage, foundation/footprint, subdivision location, design criteria, code cycle, and inactivity will require a new application for approval.
- Any issued Tract permits from a Master Plan with revisions submitted, may result in a "hold" type status and construction may not be permitted to continue.
- All resubmittals must be complete with the same file-name as original file with the intention that the original file can be removed and replaced with the resubmittal. Files, including revisions that have been stamped reviewed will not be replaced.
- It is the responsibility of the applicant to submit a complete set of plans that include the most recent approved revisions and include all details for tract build-outs that are being constructed or have been constructed under previous approvals to be stamped.

Notification

- For any submittal to be reviewed, you must send a notification to buildingcounter@crgov.com with your permit number and address when uploading any files in eTrakit.
- Uploading a revision does not constitute automatic approval from the Town of Castle Rock. Additional plan review fees may be assessed to the permit.