



REVISION – Revisions only apply to permits that are already in issued status. Plan sheets must be clouded and you must have a detailed narrative of changes.

RESUBMITTAL – Resubmittals apply to any change in the plans on permits under review. – A complete set of plans must be submitted not just the pages that have changed. The plans must have the changes clouded and a must include a detailed narrative of changes.

Upload all directly to the permit by logging onto Etrakit at: <https://etrakit9.crgov.com/>

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.

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 “PERMIT NUMBER” Plans V2 and so on.

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

- Detailed narrative is required of the changes and changes on plans must be clouded
- 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 “PERMIT NUMBER” R2 and so on
- 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.