

Instructions for Plan Resubmittal and Revisions

Bring the plans to:

Permit Center Assistance
Desk on the first floor
of San Jose City Hall.
No appointment is
necessary.

Download a Resubmittal

Form: www.sanjoseca.gov/index.aspx?nid=4854

This bulletin outlines the required steps for:

- Resubmitting plans for plan review, and
- Revisions for projects that already have a building permit.

NOTE: If the plan resubmittal or revision contains changes to the exterior of the building or site, one set of plans must be submitted to the Planning Division for review.

INSTRUCTIONS FOR PLAN REVIEW RESUBMITTAL

Make sure your resubmittal contains the following items:

- **Resubmittal Form to accompany each set of trade drawings.** Plans must be separated and bound by trade: architectural, structural, electrical, mechanical and plumbing, etc. Complete a color-coded **Resubmittal Form** as a transmittal for each trade. Forms are on the Permit Center Handout Wall or can be downloaded at: www.sanjoseca.gov/index.aspx?nid=4854. If printing the form from your office or home, color print is preferred but black ink is acceptable.
- **Response-to-Comments letter.** Include a letter containing the response to the City Plan Reviewer's comments for each trade commented on; each set of trade drawings must have such a letter if comments were made on that trade.
- **Return any redlines.** Any redline set from the City Plan Reviewer must be returned with the resubmittal package.

INSTRUCTIONS FOR REVISIONS TO PERMITTED PLANS

Make sure your submittal of revised plans contains the following items:

- **Resubmittal Form to accompany each set of trade drawings.** Plans must be separated and bound by trade: architectural, structural, electrical, mechanical and plumbing, etc. Complete a color-coded **Resubmittal Form** as a transmittal for each trade that is being resubmitted. Forms are on the Permit Center Handout Wall or can be downloaded at: www.sanjoseca.gov/index.aspx?nid=4854. If printing the form from your office or home, color print is preferred but black ink is acceptable.
 - » Depending on the revision scope of work, the package may be two complete sets of plans or two copies of the sheets that have been revised.
- **Written scope of revisions.** Provide a written scope of revisions (an itemized description) for each set of plans.
- **Return a copy of original plans.** A copy of the original approved/stamped plans (job set) is required and serves as a reference.

INSTRUCTIONS FOR COURIERED OR MAILED PLANS

We accept resubmitted plans from couriers or by mail.

- » Use the appropriate submittal procedure as outlined above.
- » Each transmittal must state the plan reviewer's name as the intended recipient.
- » When we receive your plans, we will email you a receipt. Mail plans to:

City of San José - Building Division
200 E. Santa Clara Street - Floor 1
San José, CA 95113

Parking:

Use lot under City Hall
Tower, entrance on 6th
Street. Bring your stub to the
First Floor Receptionist for
validation.

Hours of Service:

www.sanjoseca.gov/permitcenter

San José Permit Center

San José City Hall
200 E. Santa Clara St.
San José, CA 95113
408-535-3555

www.sanjoseca.gov/building