RESUBMITTAL FORM

☐ FAST TRACK ☐ NORMAL

This form must be completed for all plans review resubmittals for the purpose of trading said submittals and ensuring a prompt response.

REVIEW NUMBER _____ PROPERTY NUMBER _____

PROJECT NAME _____

ADDRESS _____ _____

DESCRIBE THE INFORMATION BEING RESUBMITTED:

- ☐ COMPLETE SET OF PLANS (2 Building Drawing Sets / 5 Site Minimum)
- ☐ FOUNDATION DRAWINGS (Fast Track Only / 2 Minimum)
- ☐ SHELL DRAWINGS (Fast Track Only / 2 Minimum)
- ☐ INTERIOR FINISHOUT (Fast Track Only / 2 Minimum)
- ☐ SITE PLANS (5 Sets Minimum)
- ☐ FLOOR PLANS (2 Sets Minimum)
- ☐ ELEVATIONS (2 Sets Minimum)
- ☐ OTHER DETAILS (2 Sets Minimum

  SPECIFY _____

  _____
- ☐ SPECIFICATIONS (2 Sets Minimum)
- ☐ MSDS SHEETS (2 Sets Minimum)
- ☐ LETTER REGARDING _____
- ☐ ELECTRICAL DRAWINGS (2 Sets Minimum)
- ☐ UNDER SLAB ELECTRICAL (Fast Track Only / 2 Sets Minimum)
- ☐ PLUMBING DRAWINGS (2 Sets Minimum)
- ☐ UNDER SLAB PLUMBING (Fast Track Only / 2 Sets Minimum)
- ☐ GAS PIPING DRAWINGS (2 Sets Minimum)
- ☐ MECHANICAL DRAWINGS (2 Sets Minimum)
- ☐ *SPRINKLER DRAWINGS (2 Sets Minimum)
- ☐ *ALARM SYSTEM DRAWINGS (2 Sets Minimum)
- ☐ OTHER

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DESCRIBE THE PURPOSE OF THE RESUBMITTAL:

- ☐ RESPONSE TO REVIEW COMMENTS
- ☐ TO PROVIDE ADDITIONAL INFORMATION
- ☐ CHANGE IN DESIGN
- ☐ NEXT PHASE OF FAST TRACK APPROVAL
- ☐ OTHER

  _____
- ☐ OBTAIN ELECTRICAL PERMIT
- ☐ OBTAIN PLUMBING PERMIT
- ☐ OBTAIN GAS PERMIT
- ☐ OBTAIN MECHANICAL PERMIT
- ☐ *OBTAIN SPRINKLER PERMIT

  *OBTAIN ALARM PERMIT

COMMENTS

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_____

FORM COMPLETED BY _____ **DATE** _____

* NOTE SPRINKLER AND ALARM SYSTEMS REQUIRE A SEPARATE AND INDEPENDENT REVIEW.

DISTRIBUTION

- ☐ COORDINATOR
- ☐ ELECTRICAL
- ☐ PLUMBING
- ☐ GAS/ MECHANICAL
- ☐ PLANNING
- ☐ ENGINEERING DIRECT
- ☐ ENGINEERING VIA PLANNING
- ☐ OTHER

OFFICE USE ONLY BELOW

DATE OF DISTRIBUTION

_____

RESPOND BY

_____

TO MEET DEADLINE OBJECTIVE

ADDRESS ALL CORRESPONDENCE TO:

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