

# PLAN RESUBMITTAL AND REVISION INSTRUCTIONS

This bulletin provides the Building Division's instructions for resubmitting plans for plan review and for submitting revisions to projects that already have a building permit.

These instructions pertain to all projects EXCEPT for single-family residential projects. For single-family projects, follow the instructions provided to you by your assigned plan reviewer.

**IMPORTANT:** If the resubmittal or revision contains changes to the exterior of the building or site, **email the plans** to the Planning Division for review at [PlanningEPReview@sanjoseca.gov](mailto:PlanningEPReview@sanjoseca.gov).

## INSTRUCTIONS - PLAN REVIEW RESUBMITTAL

Make sure your resubmittal is prepared as follows:

- 1. Plans are separated by trade.** Plan files must be separated by trade: architectural, structural, electrical, mechanical and plumbing, etc.
- 2. Response-to-Comments letter.** Include a letter that responds to the City Plan Reviewer's comments. Each set of trade drawings must have such a letter if comments were made pertaining to that trade.
- 3. File formatting.** Be sure to format all files as outlined on Bulletin #227, Electronic Plan Review-File Format Requirements.

When ready, email the files to the person's email address as noted on the comment response letter.

## INSTRUCTIONS - REVISIONS TO PERMITTED PLANS

Make sure your submittal of revised plans contains the items listed below. Depending on the revision scope of work, the submittal may be a complete set of plans or only the sheets that have been revised.

- 1. Resubmittal Form must accompany each set of trade drawings.** Plan files must be separated 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. These include:

*Open the linked item below or download these computer-fillable forms from the "Applications, Forms and Worksheets" section of [www.sanjoseca.gov/BuildingBulletins](http://www.sanjoseca.gov/BuildingBulletins).*

- Form 327-P Planning Resubmittal Form
- Form 327-B Building Resubmittal Form
- Form 327-E Electrical Resubmittal Form
- Form 327-F Fire-HazMat Resubmittal Form
- Form 327-PM Plumbing Mechanical Resubmittal Form
- Form 327-PW Public Works Resubmittal Form

- 2. Written Scope of Revisions.** Provide a written Scope of Revisions — which is an itemized description — for each set of plans.

- 3. File formatting.** Be sure to format all files as outlined on Bulletin #227, Electronic Plan Review-File Format Requirements.

When ready, email the revisions to plans to: [Revisions@sanjoseca.gov](mailto:Revisions@sanjoseca.gov)