



City of Santa Barbara
Community Development Department

**REVISION
REQUIREMENTS/INSTRUCTIONS**

Community
Development
Department
630 Garden Street
805-564-5485

A "Revision" is defined as **changes to work already permitted and currently under construction.** Work that, (1) goes beyond the scope of the original permit and plan sheets, or, (2) was not included in the original permit, or, (3) is being proposed after the permit has been "signed-off", requires the issuance of a new permit. Please note that Revisions should be submitted and approved *before* any change is done in the field.

INITIAL INSTRUCTIONS

- ☑ If the project went through a review board for approval (HLC, ABR, or Planning Commission), AND the changes being proposed are to, or affect, the exterior of the building or the site, you must make the submittal at the Planning Division Counter.

- ☑ If the project did NOT go to a review board, then the submittal is made to the Building Division Counter.

GENERAL REQUIREMENTS for SUBMITTAL TO the BUILDING DIVISION

(note that this may not be a complete list depending on the "Scope of Revision"

- ☑ Paper size shall match the originally permitted plans.
- ☑ Proposed changes to the plans or details must be "clouded" on the plan sheet.
- ☑ Provide three (3) sets of each sheet that is being changed.
- ☑ Changes to plan sheets that were stamped and signed by a design professional, must also be stamped and "wet signed" by the appropriate design professional. The contractor or owner/builder may not make revision drawings where originally approved plans were done by a licensed architect.
- ☑ Changes in construction from what the plans show that has already been done in the field must be noted on the Revision plans as being "as-built".