



City of Santa Barbara  
Building & Safety Division

## Plan/Permit Revision Submittal Requirements

Community  
Development  
Department  
630 Garden Street  
805-564-5485

### Revisions:

A "Revision" is defined as **changes to work already permitted**. Work that goes beyond the scope of the original permit and plan sheets, or was not included in the original permit, will be required to obtain a new permit.

### REVISIONS MUST BE SUBMITTED WITH THE FOLLOWING INFORMATION.

#### General requirements:

- The minimum paper size is 18" x 24", maximum paper size is 36" x 42".
  - *Up to (2) 8.5" x 11" sheets may be used if the applicant information, layouts, details, sections, elevations and other revised information fit on two sheets.*
- Plans must be complete, accurate, and drawn to scale. Include only the sheets which have changes.
- Provide three sets of plans with numbered pages and a sheet index.
- 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.
  - *If an Electronically Generated Signature & Stamp Authorization Form was used, a new one will be required for the Revision plans.*
  - *If the design professional has changed, a letter from the original design professional removing themselves from the project or agreeing to the revision is required.*
- If applicable, provide one copy of structural calculations that support any engineering change. The calculations shall be stamped and wet signed by the licensed design professional responsible for the design change.
- If applicable, provide one revised copy of any changes to the Energy Documentation affected by the revision.

#### Information required on plans:

- The first sheet of the revised plans must contain the following applicant information:
  - \* *Name, address, and phone number of owner, and engineer, architect, or designer as appropriate. The wet stamp and signature of a licensed design professional is required for changes of their original work (see above).*
  - \* *Address of proposed project revision.*
  - \* *A complete description of the "scope of revision" including clouded changes.*
- Foundation design changes shall show changes to layouts, section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, depth of footings, etc.
- Exterior elevation changes shall show new elevation appearances including, but not limited to, changes in windows, lighting, materials, roof pitch, etc.
- All changes being made on the plans shall be clouded and numbered and each page shall include a legend of revisions.

**Advisory:** Please note that revisions to the exterior appearance of the building or site may require approvals from the design review boards (ABR, HLC or SFDB). Contact the Planning and Zoning Counter to obtain more information. Refer to other side of handout for a brief overview flow chart of the Planning Revision Process)

**PROJECT REVISION PROCESS**

**STEP 1 – CONTACT ARCHITECT OR DESIGNER OF RECORD (to revise plans)**  
Revise plans to reflect the proposed changes. (In most cases, only the plan sheets showing the revisions must be changed.)

**STEP 2 – CONTACT PLANNING COUNTER (to determine compliance with regulations including zoning and design review)**  
Revise plans to reflect the proposed changes and meet all regulations. (In most cases, only the plan sheets showing the revisions must be changed.)



No

Yes

**STEP 3 – FILE A “REVIEW AFTER FINAL” APPLICATION**  
Submit all the required plans and materials at the Planning Counter, and pay the application fee.

**STEP 4 – REVIEW AND APPROVAL**  
Staff will review the application and either approve the design review changes administratively or schedule it for the next available ABR, SFDB or HLC meeting.

Revise plans to address comments and resubmit



Yes

No

**STEP 5 – APPLY AND OBTAIN A BUILDING PERMIT REVISION**  
Submit all revised plan sheets including project conditions for the permit revision to be stamped and issued. Pay all permit revision fees.