



REVISIONS TO APPROVED PLANS

SUBMITTAL PACKET

WHAT IS A PERMIT REVISION?

A “revision” is defined as changes to work already permitted. Revisions require a new permit application, and the original building permit number (BLD) must be referenced in the Scope of Revision. Generally, only those plan sheets showing changes must be provided. Work that goes beyond the scope of the original permit, or was not included in the original permit, is not considered a revision. **Change to structures, site development, or uses for which a permit has been issued may not commence until after the permit is revised and all required approvals are obtained.**

REVIEW AFTER FINAL

If your original permit required a planning approval, revisions that alter the exterior appearance of the building or site will usually require a new approval from the design review boards **before** you can submit the revision. Contact the City’s Planning Counter for more information on how to submit a “Review After Final” at (805) 564-5578 or PlanningCounter@SantaBarbaraCA.gov.

HOW LONG WILL IT TAKE?

Plans submitted for a revision will generally require less processing time than required for the initial check. The City’s goal is to process revisions within 5 days.

WHAT TO SUBMIT

This document includes a list of information that is required to submit a revision. Please note that the architect or building designer responsible for the original design should prepare new plan sheets that reflect the revision. 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.

HOW TO SUBMIT

A new building permit application (BLD) is required for all revisions. DO NOT upload revised documents to the original permit. **DO** reference the original building permit number (BLD) in the Scope of Revision. All building permit revision applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information: [Online Building Permit Services Guide](#).

REVISION REQUIREMENTS



Building Permit Application Form

Submit a revised Building Permit Application form with an updated project description, contact information, and all required signed declarations found in the [Building Permit Application Submittal Packet](#).



Fees

Building & Safety plan check fees are due at the time of initial submittal. Other City Division plan check fees will be assessed based on the scope of work and must be paid before rechecks can begin. Any remaining fees are due before permit issuance. Fees may be paid online through ACA, mailed, faxed, or dropped off at 630 Garden Street for processing. If paying by mail or fax, a [Fee Payment Submittal Sheet](#) is required. See: [How to Pay Invoiced Fees](#).



Project Plans

All plans must be complete, accurate, legible, and to scale. Include only the sheets which have changes. See the [Project Plan Submittal Guide](#) handout for the required contents of plan submittals. For minor projects such as meter replacements, fence permits, residential driveway repaving, small accessory buildings, and air conditioners see the [Basic Site Plan](#) handout.



Scope of Revision

A written “scope of revision” must be provided on the cover sheet with a clear description of the proposed changes. Include reference to the original application building (BLD) permit number in the scope of revision. All changes must be clouded on each sheet with a legend, include a numbered delta symbol indicating the revision number (Revision #1, Revision #2, etc.).

Remember to update the project data as well as the plans when there are changes to floor area, parking spaces, FAR, or similar statistics.



Title Block and Signatures

Every set of plans should contain a title block on each sheet that includes the project address, the property owner’s name and plan preparer’s name and contact information (email and phone number). The numbered delta symbol should be listed in the title block with a date indicating when the revision was made. Changes to plan sheets that were stamped and signed by a design professional, must also be stamped, and signed by the appropriate design professional.



Documents and Supporting Materials

If applicable, provide a copy of structural calculations that support any engineering change. The calculations must be stamped and signed by the licensed design professional responsible for the design change. Provide revised Title 24 Energy Code Documentation affected by the revision.

You can assist staff in providing a speedier response by providing a detailed itemized list of changes, in either a cover letter or in the project description.

SAMPLE REVISION TITLE SHEET

[illegible]

REVISION CHECKLIST

- ✓ Scope of Revision
- ✓ All revisions clouded
- ✓ Numbered delta symbol
- ✓ Signed by plan preparer

Remember that necessary certifications/signatures must be included.

