

Building Permit Submittal Guidelines- Revisions/Deferred

Revisions & Deferred Submittals (after permit issuances)

All revisions and deferred submittals must be submitted electronically to initiate the process.

1. REVISION must include a [Resubmittal Form](#) completed, defining the change in the Description of Work.
2. REVISION must include **only the plan sheets being revised**, along with the **original approved plan set**. If you do not have the electronic version, you will need to have it scanned and create a digital copy.
 - If submitting revisions for Residential Master Plans, revisions must include a **COMPLETE** plan set, including sheets **NOT** being revised, along with the original plan set as described above.
3. All documents need to be their own separate .pdf file
 - (i.e. ResubmittalForm.pdf, RevisedSheets.pdf, ApprovedPlans.pdf)
4. Electronic revision submittals can be completed as follows:
 - 1.) **ePermits** <https://ums.ci.lathrop.ca.us/eSuite.Permits/>
 - a. Log In.
 - b. Find the active permit by permit number and click on permit number.
 - c. Scroll down to and click the blue button "Select files to upload".
 - d. Follow the document naming convention at the bottom of this page.
 - e. Once documents are uploaded, complete a submittal notification form using this link [Submittal/ Resubmittal/ Payment Notifications](#) to notify the Building Dept. of submittal.
Failure to complete the notification process will result in the submittal not being processed.
 - 2.) **Drop Box** <https://www.dropbox.com/request/C4wVoDgoXROuP3LqTrF0>
 - a. Follow the document naming convention at the bottom of this page.
 - b. Once documents are uploaded, complete a submittal notification form using this link [Submittal/ Resubmittal/ Payment Notifications](#) to notify the Building Dept. of submittal.
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