



**Permit Center**

210 Lottie Street, Bellingham, WA 98225

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# Amendment / Revision Coversheet

**Instructions:**

1. Please include this form with all submittals after the initial permit application.
2. All plan review comments must be incorporated into the plans or otherwise addressed with supporting documents and responses.
3. All plan review redlines (any comments added by City reviewers preceded by "Note") must be incorporated or copied onto the revised plans.
4. Provide a written narrative with all resubmittals. Where resubmittal is in response to plan review comments issued by City reviewers, the responses should follow the same order, and may be appended to that letter.
5. For plan revisions:
  - a. Identify revisions with drawing cloud around each change and a revision number in delta.
  - b. Provide a revision date, initials of the person making the change and "REVISION # \_\_\_\_\_" next to the revision number in the sheet title block, corresponding to the revision number in the delta.
  - c. If drawing revisions are so extensive that clouding is not practical, replace the clouding with the revision block statement "SHEET REISSUED, REVISION # \_\_\_\_\_"
  - d. Cloud all changes for the current revision only and delete clouds for previous revisions.
  - e. Plans must be wet signed/stamped by the architect, engineer or designer where applicable.
6. Resubmittals may be sent to [permits@cob.org](mailto:permits@cob.org) or uploaded to the permit record via eTRAKiT Online Permit Portal at [www.cob.org/epermits](http://www.cob.org/epermits) for review.
7. For additional formatting guidelines, see [Electronic Submittal Requirements](#).

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**Site Address** \_\_\_\_\_ **Change in Valuation?** If yes, how much more or less? +/- \$ \_\_\_\_\_

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**Permit Number** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Contact Person**

Name \_\_\_\_\_ Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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**Description of Revisions**

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**Submittal Information** Indicate all plan sheets being revised or added to the plan set (i.e. A1.0) and note all additional documents being provided (i.e. structural calculations, energy code compliance forms, or stormwater site plan)

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