



# Building Division Letter of Transmittal

Complete this form and submit it OVER THE COUNTER with any new or adjusted pages. You must also fill out section (G), below summarizing your changes. We DO NOT accept transmittals by fax or mail.

Type or print. Please use **blue** or **black** ink.  
Only contractors or agents can submit or pick up transmittals.

**\*\*Is this an (ACTIVE) permit\*\*?** \_\_\_\_\_ **\*\* Is this a (PENDING) Permit\*\*?** \_\_\_\_\_

**PERMIT NUMBER** \_\_\_\_\_ **Email Address** \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Site Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**(ALL LINES MUST BE COMPLETE PRIOR TO PRESENTING THIS TRANSMITTAL TO THE FRONT COUNTER)**

Did a City Reviewer or Inspector request these changes? Yes ( ) No ( ) Name: \_\_\_\_\_

**Who should receive this transmittal?** [ ] Plans Review, [ ] Zoning, [ ] Planning, [ ] Engineering, [ ] Utilities/Eng.

a) **Check which this transmittal includes:** [ ] Blueprints and/or drawings only, [ ] Documents only, [ ] Both

**IMPORTANT NOTE:** All blueprints/drawings must be the **same size** as those in the original submission.

**Transmittals not meeting these requirements will be rejected.**

b) 3 Sets **Residential (New Homes and Additions) Number of pages per set** \_\_\_\_\_

c) **2 Sets for all other Residential permits. Number of pages per set** \_\_\_\_\_

d) **4 Sets Commercial Permits. (Civil Revisions 5 sets) Number of pages per set** \_\_\_\_\_

e) **Do the alterations change the const. value?** [ ] Yes or [ ] No. **Additional construction value:** \_\_\_\_\_

f) Briefly **describe all items** you are submitting and the changes they represent on the lines below.

g) **!!!!!!! PLEASE PROVIDE A FULL SUMMARY OF ALL PAGES THAT HAVE BEEN CHANGED. !!!!!!!**

**\*\*\*\*\*Make sure each change has been clouded. A summary for each set of plans is required.\*\*\*\*\***

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\_\_\_\_\_  
\_\_\_\_\_

### FEE SCHEDULE

- Zoning \_\_\_\_\_
- Building + \$1.00 per page \_\_\_\_\_
- Electrical \_\_\_\_\_
- Plumbing \_\_\_\_\_
- AC / Mechanical \_\_\_\_\_
- Roofing \_\_\_\_\_
- Signs \_\_\_\_\_
- Trees \_\_\_\_\_
- Fire (AL, Sup, Spr & F) \_\_\_\_\_
- Cert of Occupancy \_\_\_\_\_
- Scan Fee \_\_\_\_\_
- Cert & Training Fee \_\_\_\_\_
- Radon Fee \_\_\_\_\_
- Total Fees \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_

**REVIEWER COMMENTS OR CONDITIONS:** \_\_\_\_\_

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