



Sunnyvale

# REVISION TO ACTIVE PERMITS

THESE REQUIREMENTS ARE FOR PERMITS ISSUED ON OR AFTER MAY 2020

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## BUILDING DIVISION REQUIREMENTS

Please send all submissions to the following email with the address and project/permit number in the subject line:

[planchecksubmittals@sunnyvale.ca.gov](mailto:planchecksubmittals@sunnyvale.ca.gov)

## INSTRUCTIONS

- 1) You must include a narrative explaining the changes.
- 2) Attach digital files of revised plans only, calcs and other supplemental documents. If the attachment is too large please provide a link to a shared file containing your submittal documents, clearly labeled and organized. This folder should have open access to multiple viewers and not require login. Please break up the files to make downloading easier, approximately 40 - 50 megabytes max.
- 3) Your revised plans should have the changes clouded with deltas.
- 4) We will process everything and send you a confirmation email with your due date and instructions for paying plan check fees.
- 5) Once your revision is approved, we will ask you to provide hard copies for stamping.