



The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

Project Information All applicants must fill out this section

Notice to Applicants for Commercial Building Permits: [AB3002](#)

[ePlan](#) electronic submittal required for all projects requiring a review. Permit status & corrections available [online](#).

APN: _____	Date: _____
Project Address: _____	
Legal Owner: _____	Email: _____
Owner Address: _____	Phone: _____

Applicant	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

Design Professional in Charge (if any)	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

Changes to No. B- _____	Enter the issued permit number (e.g. B-123456)
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Briefly Describe Scope of Work Changes Indicate square footages or other relevant information

Applicant

Licensed Contractor, Property Owner, or Authorized Agent Sign/print name below

Signature: _____	Date: _____
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Construction Change Documents Submittal Requirements

These permit types amend the issued permit documentation. Only submit the revised PLN sheets and/or SUP documents for review (not the complete documents). If the PLN/SUP file was not revised, do not upload it.

1. Create a new project in the ePlan portal.
2. Upload the APP file with a submittal checklist (PLG230) and application form (PLG205).
3. Cloud all revisions and mark with a delta symbol.
4. Upload a PLN (revised sheets only) and/or SUP (PLG235 and revised documents only) only if they contain revisions. Maintain all unaffected content on the revised sheets.
5. CCD: Include a description of changes on the cover sheet; coordinate documents (e.g. architectural, structural, electrical, etc.); update the sheet index, consultant list, etc. as applicable; and incorporate any clarification marks added to sheets during permit issuance.
6. Technicians will provide review agencies the issued permit files for reference. Do not upload them.