



DATE: \_\_\_\_\_

## PROJECT REVISION/UPDATE TRANSMITTAL FORM

**THIS FORM IS TO BE USED TO SUBMIT DOCUMENTS, PLANS, AND/OR MATERIALS  
REQUESTED BY STAFF DURING THE REVIEW PROCESS. IT MAY ALSO BE USED  
TO SUBMIT VOLUNTARY REVISIONS.**

PURPOSE OF SUBMITTAL: \_\_\_\_\_

ACTIVITY NUMBER: \_\_\_\_\_

(Planning, Engineering, or Building Tracking Number)

PROJECT ADDRESS: \_\_\_\_\_

NAME OF STAFF PERSON REQUESTING MATERIALS:

Staff rep. Phone No. \_\_\_\_\_ Email: \_\_\_\_\_@srcity.org

DESCRIPTION OF MATERIALS BEING SUBMITTED:

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

Who prepared submittal:

Name/Company: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Is this an Issued Permit?  Yes  No

SIGNATURE: \_\_\_\_\_

Representing: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_