



CITY OF
PALO ALTO
PLANNING & DEVELOPMENT SERVICES
REVISION APPLICATION

Original Permit Number:	Date:
Revision Given Valuation:	Revision Number (office use):
Project Address:	
Property Owner's Name:	
<u>Applicant/Contact Information</u> (Check One)	
<input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Owner <input type="checkbox"/> Other	
Name:	
Address:	
Phone No:	Email:
Description of Revision:	

How to Submit Building Permit Revision Online:

1. Create an [Online Permitting System \(OPS\)](#) account if you do not have an account with our OPS.
2. Start a Pre-application for [Building Permit Revision](#).
3. APPLY FILE: Upload this completed Revision Application form, **including a revision letter explaining the changes on each sheet.**
Use filename: C1_ADDRESS_APPLY
4. PLAN FILE: Upload plans (revised & new sheets only all in PDF format). Delta cloud all revisions.
Use filename: C1_ADDRESS_PLAN
5. DOC FILE: Upload all supporting documents as a separate file.
Use filename: C1_ADDRESS_DOCS