

**Resubmittal to address plan check comments:**

To resubmit your plans, please:

- Check your email and the online portal for the plan check comment letter and the correction report
- Respond to each departmental correction (letter & correction report)
- Fill in the space on the right side of the correction report with your responses
- Upload to permit record by clicking record info>attachments>add button on the bottom left of the screen
- Staff will route the resubmittal back for review after successful upload to the portal
- Allow 10 working days for the resubmittal review

**Revision/change order process for issued permits:**

To revise your permit, please:

- Upload revised pages with clouds around the changes only, supporting documents and a revision letter outlining the changes to the permit record by clicking record info>attachments>add button on the bottom left of the screen
- The revision letter will be a separate upload (see revision application)
- Staff will route the revision back for review after successful upload to the portal
- Allow 10 working days for revision review

**\*You cannot schedule an inspection online while the revision is in review\***



**TOWN OF LOS GATOS**  
**Resubmittal & Revision Application**

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Please submit revised plan sheets only and revised calculations (wet signed and stamped). The revised sheets must be the same size as the approved set.

Permit No: \_\_\_\_\_

Date: \_\_\_\_\_

**Write below an Itemized Description of Changes (or attach letter itemizing changes):**