



**City of Duluth
Construction Services & Inspections Division**

411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194
218-730-5300 • Fax: 218-730-5901 • www.duluthmn.gov/onestop/

An Equal Opportunity Employer

Plan Change Submittal Form

Revision for Issued Permits Only

| | |
|--|--|
| Project Name <input style="width:90%;" type="text"/> | Date <input style="width:90%;" type="text"/> |
| Project Address <input style="width:90%;" type="text"/> | Permit# <input style="width:90%;" type="text"/> |
| Applicant Name <input style="width:90%;" type="text"/> | Company <input style="width:90%;" type="text"/> |
| Applicant Email (REQUIRED) <input style="width:90%;" type="text"/> | Applicant Phone (REQUIRED) <input style="width:90%;" type="text"/> |

Revisions to approved plans must be prepared & certified by the design professional prior to submittal for code review.

| | |
|---|--|
| Design Professional In Responsible Charge <input style="width:90%;" type="text"/> | Company <input style="width:90%;" type="text"/> |
| Design Professional Email (REQUIRED) <input style="width:90%;" type="text"/> | Design Professional Phone (REQUIRED) <input style="width:90%;" type="text"/> |

Submittal Information: (Please check all that apply)

Reason for Submittal:

Response to plan review comments / conditions.
 Request for information originated by city inspector.
 Revisions to approved plans or submittal after permit issued.

Plan changes affect the following areas:
 (Please check all that apply)

| | |
|---|---|
| <input type="checkbox"/> Life Safety / Means of Egress | <input type="checkbox"/> Structural |
| <input type="checkbox"/> Fire Resistance Rated Construction | <input type="checkbox"/> Zoning / UDC |
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Other Code related changes |

Note: Changes effecting the Life Safety plans will require (4) full size hard copies to be submitted to Construction Services

Detailed explanation of revisions: Include sheet number. (cloud and date all revisions)

| | Drawing# | Sheet# |
|--|----------|--------|
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Electronic submittal will be accepted on max. 11x17 size sheets in the same scale as the original approved plans. Larger formats will require (2) hard copies submitted to Construction Services.

Plan changes are not approved until official notice is sent from plans examiner. Upon approval of changes, it is the permit holder's responsibility to ensure approved plan changes are on site.

City of Duluth - Office Use Only

| | |
|--------------------------|------------------------|
| Plans Examiner Approval: | Plan Change Approval#: |
|--------------------------|------------------------|