



## COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

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# REVISION PROCESS FOR PERMITTED PLANS

## WHAT IS A PERMIT REVISION?

A “revision” is defined as changes to work already permitted. Revisions require a new permit application, and the original building permit number (BLD) must be referenced in the Scope of Work for the Revision. Generally, only those plan sheets showing changes must be provided.

**Changes to structures, site development, or uses for which a permit has been issued may not commence until after the permit is revised and all required approvals are obtained.**

## HOW LONG WILL IT TAKE?

Plans submitted for a revision will generally require less processing time than required for the initial check. The City’s goal is to process revisions within 5-10 business days.

## WHAT TO SUBMIT

This document includes a list of information that is required to submit a revision. Please note that the architect or building designer responsible for the original design should prepare new plan sheets that reflect the revision. If the design professional has changed, a letter from the original design professional removing themselves from the project or agreeing to the revision is required.

## HOW TO SUBMIT

**A new building permit application (BLD) is required for all revisions. DO** reference the original building permit number (BLD) in the Scope of Work for the Revision. All building permit revision applications, including all supporting plans and documents, are accepted via email at [permitcenter@cupertino.gov](mailto:permitcenter@cupertino.gov) or in-person at the permit center located at 10300 Torre Ave.

## REVISION REQUIREMENTS

### □ Building Permit Application Form

Submit a revised [Building Permit Application](#) form with an updated project description, contact information, and all required signatures.

### □ Project Plans

All plans must be complete, accurate, legible, and to-scale. **Important:** Include only the plan sheets that have changes for the revisions.

### □ Scope of Revision

A written “scope of revision” must be provided on the cover sheet with a clear description of the proposed changes. All changes must be clouded on each plan sheet with a legend, include a numbered delta symbol indicating the revision number (Revision #1, Revision #2, etc.).

Remember to update the project data on title/cover plan sheet as well as the plans affected when there are changes to floor area, parking spaces, FAR, or similar statistics.

### □ Title Block and Signatures

Every set of plans should contain a title block on each sheet that includes the project address, the property owner’s name and plan preparer’s name and contact information (email and phone number). The numbered delta symbol should be listed in the title block with a date indicating when the revision was made. Changes to plan sheets that were stamped and signed by a design professional, must also be re-stamped and re-signed by the appropriate design professional.

### □ Documents and Supporting Materials

If applicable, provide a copy of structural calculations that support any engineering changes. The calculations must be stamped and signed by the licensed design professional responsible for the design change. Also, provide a revised energy compliance report and/or plan sheets when energy items are affected by the proposed revisions.

You can assist staff in providing a speedier response by providing a detailed itemized list of changes, in either a cover letter or in the project description.

### □ Fees

Building & Safety plan check fees are due at the time of initial submittal. Other City Division plan check fees will be assessed based on the scope of work and must be paid before rechecks can begin. Any remaining fees are due before permit issuance. Fees may be paid online through [ACA](#) or in-person in the permit center.

Any questions pertaining to this revision process, please contact the Cupertino Building Staff at [permitcenter@cupertino.gov](mailto:permitcenter@cupertino.gov) or call 408-777-3228.