CORRECTIONS CHECKLIST – TO BE COMPLETED PRIOR TO PERMIT ISSUANCE

ALL CORRECTIONS ADDRESSING ALL REVIEW COMMENTS FROM ALL DEPARTMENTS AND TRADES TO BE SUBMITTED AT THE SAME TIME

☐ 1. Initial Building review completed with Denied Status.
☐ 2. Two (2) sets of plans signed and sealed by a design professional licensed in the State of Florida with revisions clouded and clearly identified with revision dates.
☐ 3. Response letter and/or narrative from design professional addressing the building review comments. A separate narrative shall address all modifications to plans outside the review comment response.
☐ 4. Original Set of plans at the Hillsborough County Building Department Office.
☐ 5. Client is to remove the sheets that are being replaced with corrected sheets from the office set of plans.
☐ 6. Client is to replace the removed sheets with the new sheet addressing building review comments within the office set of plans.
☐ 7. Client is to notify the permit tech what sheets within the stamped office set of plans that are being replaced.
☐ 8. Client is to write OLD on one set of the detached sheets and fold and place in folder.
☐ 9. Permit Tech will intake corrections for review.

REVISIONS CHECKLIST- TO BE COMPLETED AFTER PERMIT ISSUANCE

☐ 1. Initial Building review completed and permit issued.
☐ 2. Building Application Completed.
☐ 3. Two (2) sets of plans signed and sealed by a design professional licensed in the State of Florida with revisions clouded and clearly identified with revision dates.
☐ 4. Completed Revision Sheet by Applicant.
☐ 5. Permit Tech will intake revisions for review.