



# SUPPLEMENTAL INFORMATION

### Important! Please read carefully before submitting!

- ❖ This form must accompany all documents pertaining to already submitted or issued permits.
- ❖ You must submit:
  - Two copies for residential projects – single-family and duplex.
  - Three (may require up to five) copies for commercial & multi-family projects.
- ❖ Plans and details prepared by an engineer or architect must bear their stamp.

NOTE: Incomplete forms/submittals will result in processing delays.

**FOR CITY USE ONLY**  
DATE RECEIVED:

  
  
  
  
  
  
  
  
  
  
  

**RECEIVED BY:**

E-mail    Fax    Front Counter    Intake  
 Mail    Other \_\_\_\_\_   **Initials:** \_\_\_\_\_

<b>LOG / PERMIT #:</b>	<b>City Project Coordinator:</b>
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Project address: \_\_\_\_\_

Describe proposed change(s)/Submittal content: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**IS THIS A FIRE SYSTEM DEFERRED SUBMITTAL?**

YES       NO

**VALUATION OF FIRE SYSTEM \$** \_\_\_\_\_

<p><b>FOR CITY USE ONLY</b></p> <p>DATE CONTACT NOTIFIED:</p> <p>_____</p> <p>AMOUNT DUE:</p> <p>_____</p>
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<b>FOR CITY USE ONLY</b>		
<b>SUPPLEMENTAL INFORMATION ROUTING</b>		
ROUTE TO	ROUTE TO	TARGET DATE
<input type="checkbox"/> PROJECT/POST ISSUANCE COORD. <input type="checkbox"/> BLDG <input type="checkbox"/> MECH		
<input type="checkbox"/> ELECTRICAL		
<input type="checkbox"/> PLUMBING		
<input type="checkbox"/> ZONING / <input type="checkbox"/> SIGN		
<input type="checkbox"/> ENGINEERING		
<input type="checkbox"/> SDCs		
<input type="checkbox"/> STORMWATER		
<input type="checkbox"/> STRUCTURAL		
<input type="checkbox"/> FIRE MARSHAL		
<input type="checkbox"/> OTHER:		

Target date filled in by Project Coordinator.

PULL ISSUED PLANS AND ROUTE TO: \_\_\_\_\_

OUTSOURCE (SEE TRANSMITTAL ATTACHED)

SPECIAL INSTRUCTIONS (MAY CONTINUE ON BACK OF THIS FORM)