



Planning, Building and  
Code Enforcement

# Instructions for Plan Resubmittal and Revisions

## Bring the plans to:

Permit Center Assistance  
Desk on the first floor  
of San José City Hall.  
No appointment is  
necessary.

## Download a Resubmittal

Form: [www.sanjoseca.gov/?navid=2989](http://www.sanjoseca.gov/?navid=2989)

## Parking:

Use lot under City Hall  
Tower, entrance on 6th  
Street. Bring your stub to the  
First Floor Receptionist for  
validation.

## Hours of Service:

[www.sanjoseca.gov/permitcenter](http://www.sanjoseca.gov/permitcenter)

## Development Services

### Permit Center

San José City Hall  
200 E. Santa Clara St.  
San José, CA 95113  
408-535-3555

[www.sanjoseca.gov/building](http://www.sanjoseca.gov/building)

This bulletin outlines the required steps for:

- Resubmitting plans for plan review, and
- Revisions for projects that already have a building permit.

NOTE: If the plan resubmittal or revision contains changes to the exterior of the building or site, one set of plans must be submitted to the Planning Division for review.

## INSTRUCTIONS FOR PLAN REVIEW RESUBMITTAL

Make sure your resubmittal contains the following items:

- **Resubmittal Form to accompany each set of trade drawings.** Plans must be separated and bound by trade: architectural, structural, electrical, mechanical and plumbing, etc. Complete a color-coded **Resubmittal Form** as a transmittal for each trade. Forms are on the Permit Center Handout Wall or can be downloaded at: [www.sanjoseca.gov/?navid=2989](http://www.sanjoseca.gov/?navid=2989). If printing the form from your office or home, color print is preferred but black ink is acceptable.
- **Response-to-Comments letter.** Include a letter containing the response to the City Plan Reviewer's comments for each trade commented on; each set of trade drawings must have such a letter if comments were made on that trade.
- **Return any redlines.** Any redline set from the City Plan Reviewer must be returned with the resubmittal package.

## INSTRUCTIONS FOR REVISIONS TO PERMITTED PLANS

Make sure your submittal of revised plans contains the following items:

- **Resubmittal Form to accompany each set of trade drawings.** Plans must be separated and bound by trade: architectural, structural, electrical, mechanical and plumbing, etc. Complete a color-coded **Resubmittal Form** as a transmittal for each trade that is being resubmitted. Forms are on the Permit Center Handout Wall or can be downloaded at: [www.sanjoseca.gov/?navid=2989](http://www.sanjoseca.gov/?navid=2989). If printing the form from your office or home, color print is preferred but black ink is acceptable.
  - » Depending on the revision scope of work, the package may be two complete sets of plans or two copies of the sheets that have been revised.
- **Written scope of revisions.** Provide a written scope of revisions (an itemized description) for each set of plans.
- **Return a copy of original plans.** A copy of the original approved/stamped plans (job set) is required and serves as a reference.

## INSTRUCTIONS FOR COURIERED OR MAILED PLANS

We accept resubmitted plans from couriers or by mail.

- » Use the appropriate submittal procedure as outlined above.
- » Each transmittal must state the plan reviewer's name as the intended recipient.
- » When we receive your plans, we will email you a receipt. Mail plans to:

City of San José - Building Division  
200 E. Santa Clara Street - Floor 1  
San José, CA 95113