



## **Revision to Issued Permit**

As the applicant you must send a TEAM EMAIL from your project to the Librarian in order for you to upload the revision. The librarian must unlock your permissions to the project for you to upload.

### **Remember to only send the e-mail to the librarians**

Revision Submittal Requirements:

1. A narrative prepared by the Architect of Record must be submitted which lists revised sheets, and description of changes.
2. Revisions must be clouded and changes noted and dated in plan revision box on plans.
3. A change order is required at submittal regardless of the cost. The change order must be broken out into disciplines and signed by the contractor and the owner. Or  
The General Contractor may submit A Plan Revision/Total Contract Cost Affidavit which is found on our website. ([www.myboca.us](http://www.myboca.us))
4. Only revised sheets are to be submitted.
5. A Receipt of Permit Submittal Form will also be required

**Remember to complete your task or we will not be notified that you have uploaded plans or documents.**