



**PLAN CHECK REVISION OR  
DEFERRED SUBMITTAL  
APPLICATION  
B-15**

Development Services

**Building Division**  
1635 Faraday Avenue  
442-339-2719  
www.carlsbadca.gov

Original Plan Check Number \_\_\_\_\_ (by City Staff)  
Plan Revision Number \_\_\_\_\_

Project Address \_\_\_\_\_

**General Scope of Revision/Deferred Submittal:** \_\_\_\_\_

**CONTACT INFORMATION:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**Original plans prepared by an architect or engineer, revisions must be signed & stamped by that person.**

- 1.** Elements revised:  Plans  Calculations  Soils  Energy  Other

<b>2.</b> Describe revisions <b>in detail</b>	<b>3.</b> List page(s) where each revision is shown

**4.** Does this revision, in any way, alter the exterior of the project?  Yes  No

**5.** Does this revision add ANY new floor area(s)?  Yes  No

**6.** Does this revision affect any fire related issues?  Yes  No

**7.** Is this a full set replacement (all sheets)?  Yes  No

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **SUBMITTAL INSTRUCTIONS:**

Revisions are changes to Active/Issued building permits that are not finalized or expired. Submission must be completed in the same manner as the original review (hard copy or digital).

### **HARD COPY**

Residential or Commercial New, Addition, Remodels, must follow hard-copy submittal process. If you originally applied for a permit via hard copy plans, revisions are applied via a hard copy process. Hard copy submittals are submitted in-person at the Building Counter at 1635 Faraday Ave, Carlsbad CA 92008. [Hard Copy Submittal Requirements](#):

- Completed and signed form [B-15](#).
- A minimum of three (3) complete *or* partial plans is required. If the change affects any fire prevention related review items a fourth set is required. Note, if partial pages are submitted, at approval, the applicant will be responsible for slip-sheeting any new approved sheets into the city-held plan set at city offices.
- If submitting revised reports/calculations, submit two (2) updated copies. If staff determine other reviewers to review the updated report/calculations, additional copies of reports/calculations may be required.
- Form of payment for fees due or via online payment.

Once city receives a complete application and submittal, city will process and route plans and update you, typically via email, with next steps such as fees due, plan check updates, resubmittals, approvals and/or instructions on updating city-held plan sets or other approval documents.

### **DIGITAL**

If you originally applied for a permit via the online portal, submissions for revisions are uploaded via the [self-service portal](#). [Digital Submittal Requirements](#):

- Completed/signed form [B-15](#).
- Updated plan set (pdf).
- Updates calculations or other supporting files, if applicable (pdf).

Prior to uploading, be prepared with all submittal items listed above in pdf format. Once you are ready with pdf files, log into the portal. Go to your dashboard, find 'Active Permits' and the original permit. Open the original permit, go to the Attachments tab and upload all files. Remember as you add multiple files, to select the applicable file types for the different attachments. If you do not see the permit in the portal, please contact [building](#), as you may need attached to the permit.

Once all files are attached, click submit. City will review the new/uploaded files and update you via email and review/approval status and/or fees due. Once city receives a complete application, city will update you with next steps, including review updates, approval and updated plans.

Depending on the scope of change, plan check may be required. If changes trigger additional plan review, additional plan review fees will be due per the City's current [Master Fee Schedule](#). Substantial changes may trigger updates in development impact or permit fees. Outstanding fees are due prior to approval/issuance.

If you have questions with navigating the portal (finding your permit, uploading files), please see the [CSS Help Guide](#) or contact us [here](#).