

Please provide a written response letter addressing each correction / item. In your response letter specify the detail and/or note and sheet that contain the revised information. Non-specific responses such as “see plans” or “done” or “already noted” are not helpful and will cause delays.

Once revisions have been made, resubmit a complete set of revised plans (NOT a partial set of plans) and documentation electronically to the City of Novato at permitcenter@novato.org.

- Identify (cloud) all revisions to the plans.
- Make all revisions in a neat, legible, and organized manner, with appropriate references to details as needed.
- Notes which merely cite code section numbers, without describing the specific materials, dimensions, or other requirements as described in the code, are generally insufficient and may not be approved.

Verify that all resubmittal plan sheets, calculations and reports are signed (and sealed where required by the California Business and Professions Code). Plans stamped by an Architect or Engineer may not have design items inked in or whited out after the sheet is printed.